The Ivy League Connection

APPLICATION INSTRUCTIONS

The ILC cannot stress enough the importance of reading these instructions and following them down to the smallest detail.

The purpose of these instructions is to place in one document a detailed explanation and list for the ILC applicants to see, understand and follow.

Should you have any questions, please contact Don Gosney by phone (233-2060) or by email (dongosney@comcast.net).

The ILC cannot emphasize the value of attention to details and the ability and willingness to follow instructions.

In case you haven't figured it out yet, your application process started when you walked in for the presentation to learn about the ILC. Were you paying attention or were you one of those that put your head on the desk and slept through the presentation? When asked to write legibly on the sign-in form, did you…write legibly? When you were emailed to confirm that your contact information was correct, did you respond when asked? [134 out of the 425 (32%) who attended failed to respond to the many emails sent to them.] The ILC is looking for applicants who we can count on to follow instructions and work with us. You're being evaluated on every facet of your participation in this process. This will continue as you proceed with the application process.

First and foremost, if you are giving serious consideration to applying to a program—any program—please email Don Gosney (dongosney@comcast.net) right away—just to let him know. This way important emails can be sent to you with critical information that you'll need.

HOW MANY PROGRAMS CAN I APPLY FOR

- Applicants may apply for as many as three programs. If an applicant is accepted to a program, all applications for further interviews will be pulled. Applicants should apply to programs that they are interested in and are qualified for.

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ESSAYS
- Applicants will need to write and submit two essays. One essay will be the Pre-Essay and the second will be for the specific program being applied to. [See details below]
- Essays must be submitted before the deadlines listed with each essay prompt instructions.
- Essays <u>must</u> be submitted electronically as a Word document.
- All essays should be proofed for typos, punctuation and any other errors that may affect your application.
- All essays will be reformatted by the ILC so when the panelists see them, they will all be in the same font, the same font size and borders. All errors that you submit will be left intact.
- Word counts are just a guideline. Excessively long or excessively short essays will hurt your chances with the panelists.
- Essays must include the contact information in the upper right hand corner as explained on the essay prompt instruction sheet.
- Essay file names **must** be in the format explained on the essay prompt instruction sheet. They must include your name followed by the course and then followed by the essay type. An example would be: "**Don Gosney Yale Original Essay.docx**".

PRE-ESSAY
- Only one Pre-Essay is required for all of the programs being applied for.
- Make sure that you read the instructions and understand the essay prompt. Keep in mind that the ILC is all about giving back to your community.

ESSAY
- Each program will have it's own essay prompt.
- These essay prompts should not require any research. The goal is to learn what you think about the issue and how well you can express your thoughts and sell your position.

RECOMMENDER'S SEALS OF APPROVAL
- Download the forms and, along with a stamped and addressed business envelope, present **two** of these forms to teachers or administrators who will vouch for your character and work ethic. These **are not** letters of recommendation and will require the bare minimum of work on behalf of your recommender.
- Your recommenders are being instructed not to accept these forms unless you provide the stamped and addressed envelope.
- Contact Don Gosney via email (dongosney@comcast.net) and he will email you a printable electronic envelope.

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- If this electronic envelope is used, note that in the return address there are instructions in red telling you to replace that text with your name.
- **Your recommenders will be required to sign the back of the envelope.**
- Envelopes received without the signature will not be accepted.

CONTACT INFORMATION

- Download the **'13 Applicant Contact Info** form, fill it out online and email it to dongosney@comcast.net.
- **The file should be labeled with your name followed by 'Contact Info'. An example would look like this: "Don Gosney Contact Info.pdf".**
- Should your contact information change, make sure you send in a revised form.
- There should be no blank areas. If that information is unavailable, type in "N/A".

EMAIL ADDRESSES

- All applicants for the ILC **must** have a professional looking email address that includes the applicant's name. The recipient should be able to tell immediately who the email is from.

MODEL RELEASE FORMS

- Download the two model release forms, fill them out and <u>mail</u> them to Don Gosney (see the envelope template described above).
- The WCCUSD form is in English and Spanish. Fill out whichever one applies.
- The applicant and one parent/guardian **must** sign these forms.
- These forms must be <u>mailed</u> to Don Gosney prior to the deadline listed with each program.
- Without these forms, applicants will not be allowed to interview.

CHECKING EMAILS

- **Check your emails every day—without exception—for critical information.**
- Read these emails carefully. Detailed instructions may be included that require a specific response.
- Until you've been accepted, when sending an email, insert the acronym for your high school at the end of the subject line. For example: "Essay Question~PVHS".

AFFIRMATION OF COMMITMENT

- Download this form, have the applicant sign it as well as one parent or guardian.
- Mail the completed form back to Don Gosney.

WHEN WILL I KNOW IF I MADE THE INTERVIEW LIST

- Once the Selection Committee has ranked the applications, those applicants who have been chosen to be interviewed will receive notification. This will probably be 5-7 days prior to the interview.

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