

A+ APPLICATIONS

Answer all the questions in detail.	Write or type neatly.
Proofread and revise.	Mark the deadline on a calendar.
Reread the application before mailing. Be sure that the necessary signatures and application fee are enclosed.	Consider submitting supplemental materials that illustrate long-term hobbies or collections, describe part-time work, include an audio or video recording of original music or dance performances, or contain published poetry or other writing.
Read the entire application.	Photocopy your final draft.
Write a cover letter that draws attention to particular strengths or explains a situation that the application did not cover.	Make copies of the application for rough drafts.
Follow directions carefully.	Plan to give yourself plenty of time to complete each application.