

ADDITIONAL INFO REQUEST

Individual Student or List Name: _____

Date of Submission: _____

1. How did you gather this student info (i.e. at a conference/convention, by contacting High School or private studio colleagues, etc.)? _____

2. When did you gather this student info? (mm/dd/yyyy) _____

3. Have you contacted the student(s) personally? YES NO

4. If yes, using which medium? E-mail Phone In person Direct Mail

5. Has this student been invited to campus for a visit? YES NO
(if no, skip to question #9)

6. If yes, have they already been here to visit? YES NO

7. If yes, what was the date of their visit? (mm/dd/yyyy) _____

8. If a visit has been scheduled but the student has not visited yet, what is the date of their scheduled visit?
(mm/dd/yyyy) _____

9. Have you personally given the student any information pieces? YES NO

10. If yes, which pieces? _____

11. Other comments, requests or info? _____

• To have General Information Packets Sent out to the student(s) you are submitting check here

• Would you like the cover letter included to be written and signed by you or use the standard departmental cover letter? USE MY LETTER USE SOM'S LETTER