



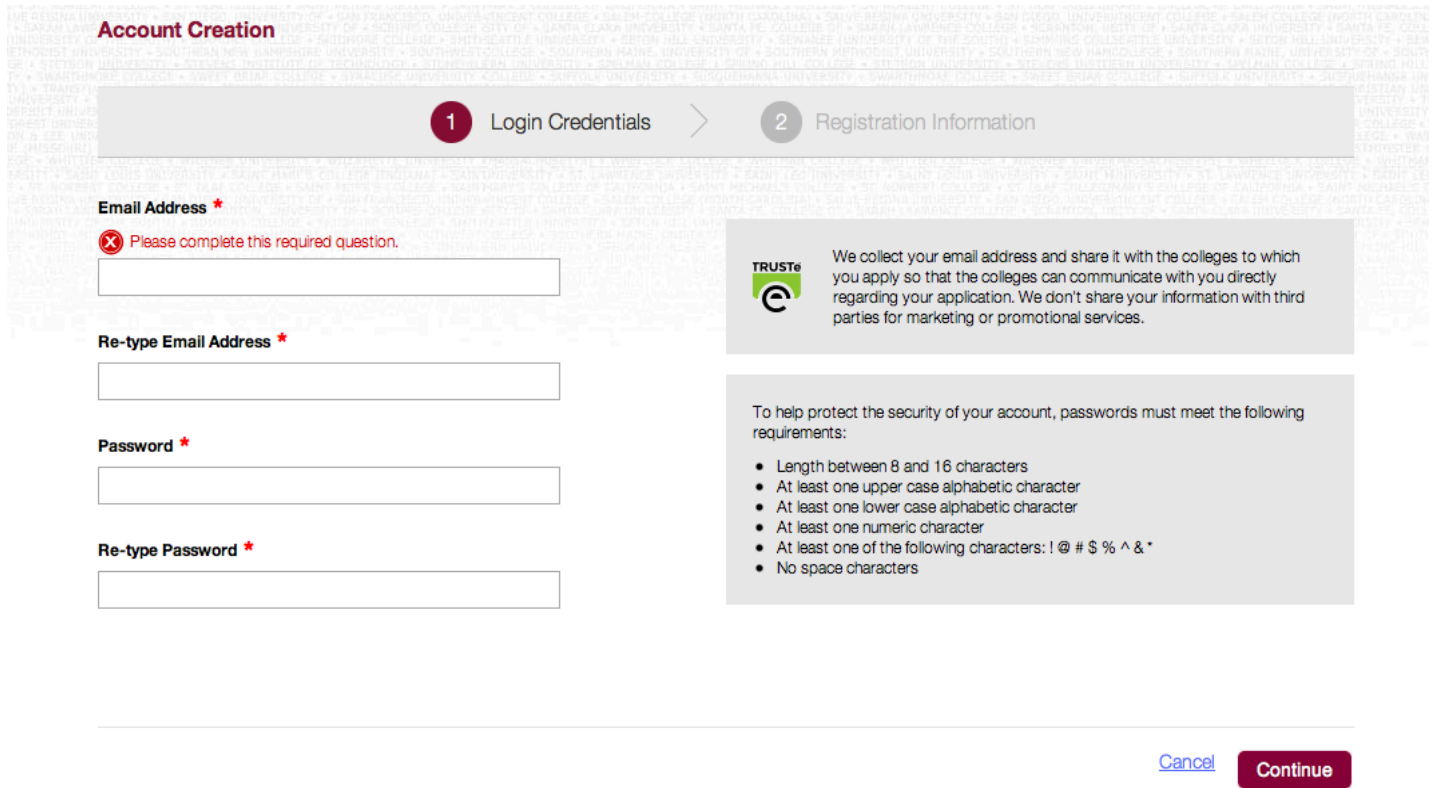
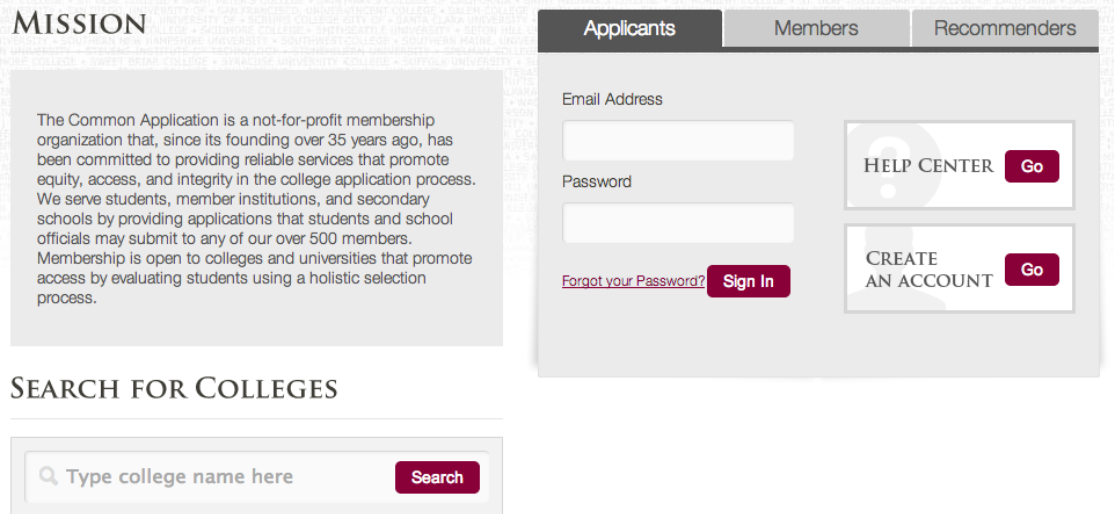
A guide for completing the Common Application and DecisionDesk Profile for the School of Music, Theatre & Dance

How to Begin the Common Application

Step 1: Go to www.commonapp.org

(If you are already enrolled at the University of Michigan, you will need to fill out the [Cross Campus Transfer application](#).)

Step 2: Create an account. First time users need to register for a new account by clicking the “Create An Account” link. You will be directed to a registration page, where you will provide an email address and create a password for your account.



This is also where you indicate whether you are applying as a First-Year student (incoming freshman) or a Transfer student.

Account Creation

1 Login Credentials
2 Registration Information

First/given name*
 ✘ Please complete this required question.

Last/family/surname*

Address*
 Enter address

Sex* Male Female
[Clear](#)

Phone*

DOB*

I am applying as a: First-Year Student Transfer Student
[Clear](#)

I am a(n):*

- Applicant planning to enroll within the next 12 months
- Counselor interested in learning more about the Common App
- Teacher interested in learning more about the Common App
- Other student
- None of the above

[Clear](#)

The colleges that I am considering for application may communicate with me by email prior to submission of my application (you can subsequently change your response to this question in your account settings).

By checking this box, you represent that (i) you are age 13 or older and (ii) you have read, understood and agreed to the terms and conditions of the above License Agreement and Privacy Policy (unless you are over the age of 13 but under the age of 18, in which case, your parent or legal guardian has also read, understood and agreed to the terms and conditions of the Privacy Policy and Legal Information sections).

[Back](#) Create

Selecting the University of Michigan

Dashboard
My Colleges
Common App
College Search

Criteria

Application Requirements

School or City Name
Separate multiple search terms with a comma, e.g.: Washington, Boston

Country

US State

Distance from ZIP Miles from

Term Fall 2016 Spring 2016 Other 2016

Applicant Type First Year Transfer

Deadline on or after

[Clear](#) Search

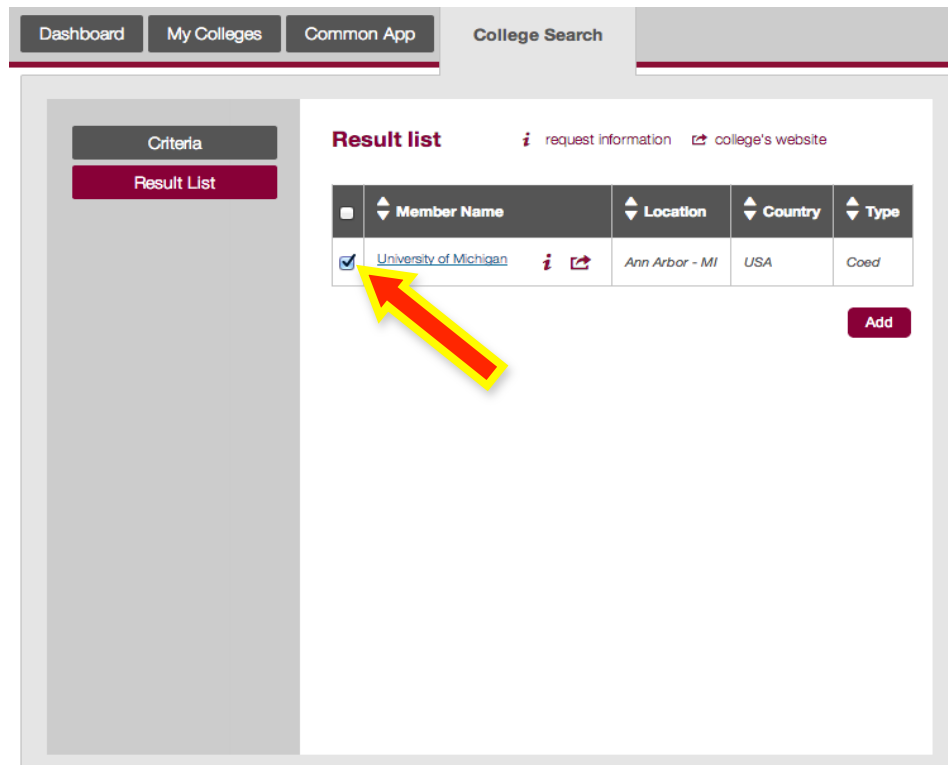
Step 1: After you've logged in, add the University of Michigan to your "My Colleges" list.

Simply search for the school by name and click "Search"

Step 2: Select the checkbox for University of Michigan and Click “Add”

Result: The University of Michigan is now added to your list of colleges on the home screen.

You may now begin filling out your application!



Completing Your Application

School of Music, Theatre & Dance (SMTD) applicants must submit the following components to complete the application process:

- 1) The Common Application, which is divided into three sections:
 - i. Information common to all the schools to which you are applying
 - ii. University of Michigan specific questions
 - iii. Guidance counselor & academic teacher recommendations
- 2) Your [DecisionDesk Profile](#), which is where you submit your artistic materials.

Note: This is **not** the “art supplement” referenced on the Common Application.

The Common Application Portion

The Common Application section includes questions about you and your family, educational background, standardized testing, extracurricular activities, and two Common Application essays.

Note: Make sure you submit your official test scores & transcripts directly to the University of Michigan [Office of Undergraduate Admissions](#).
515 E Jefferson St.
1220 SAB
Ann Arbor, MI
48109-2085

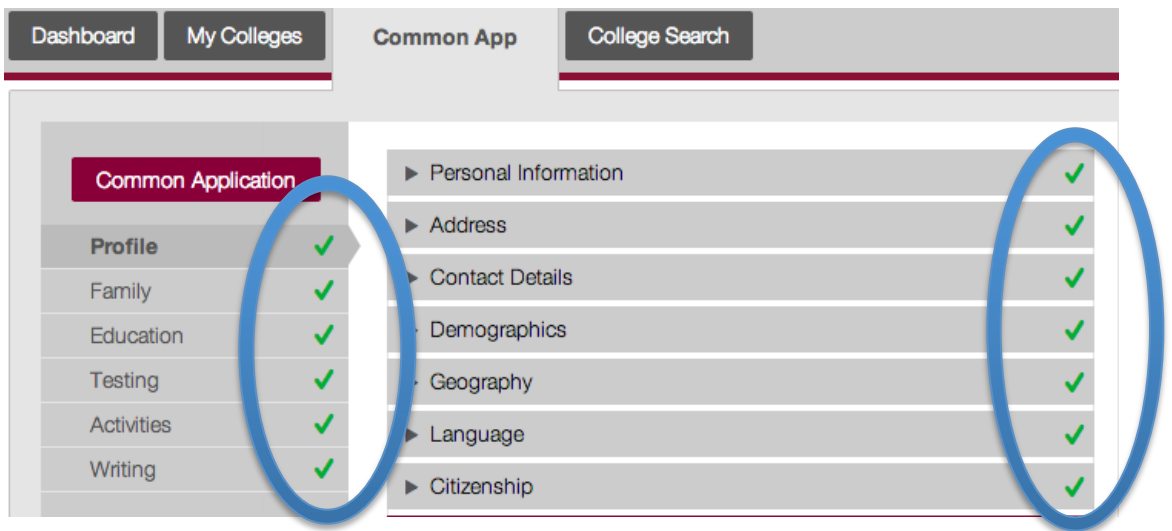
The screenshot shows the 'Common App' section of the application. The navigation bar includes 'Dashboard', 'My Colleges', 'Common App', and 'College Search'. The left sidebar lists sections: 'Common Application' (highlighted with a red arrow), 'Profile', 'Family', 'Education', 'Testing', 'Activities' (with a green checkmark), and 'Writing'. The main content area shows a list of sections: 'Personal Information', 'Address', 'Contact Details', 'Demographics' (with a green checkmark), 'Geography', 'Language', and 'Citizenship'. Below this is the 'Common App Fee Waiver' section, which contains a question: 'Our member colleges want to make sure that application fees do not pose a barrier for any student who wishes to apply for admission. Do you feel that your financial circumstances might qualify you for an application fee waiver?*' with radio buttons for 'Yes' and 'No'. There are 'Clear', 'Back', and 'Continue' buttons at the bottom.

Note: When completing the application, be sure to fill out all drop-down menus and all tabs within the application.

All required questions are marked with a red asterisk (*).

This screenshot is similar to the one above, but with a blue oval highlighting the 'Common Application' section in the left sidebar. The 'Common App Fee Waiver' section is also visible, showing the same question and options as in the previous screenshot.

You'll know that you have completed all of the required questions when you see green checkmarks for each section.



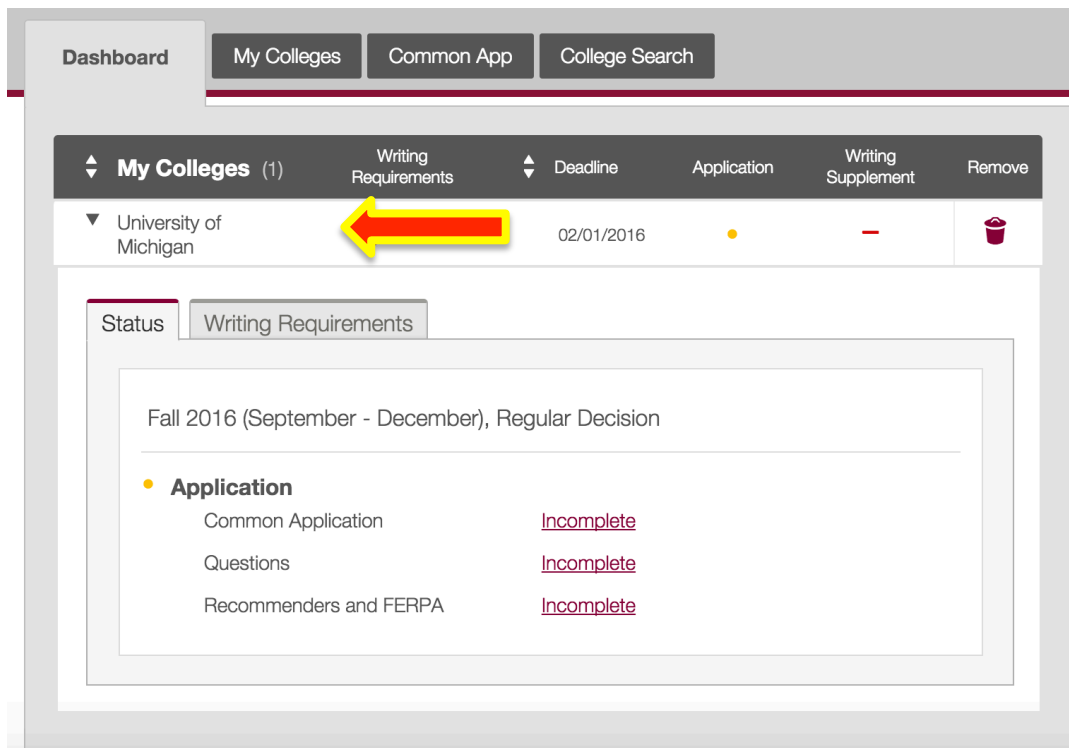
University of Michigan Questions

Questions specific to University of Michigan are found in the section labeled "Questions."

Step 1: Click on the "Questions" link shown below.

Note:

Be sure to complete these questions in order. Later sections are driven by your responses to the earlier questions.



Step 2:
Start term

The majority of programs offered by the School of Music, Theatre & Dance begin in the Fall term. A few programs will offer Winter admission. Contact the SMTD Office of Admissions for Winter term availability.

The screenshot shows the 'University of Michigan' application portal. On the left, a sidebar lists application steps: 'Application (0 of 3 Completed)', 'Questions', 'Recommenders and FERPA', and 'Review and Submit - Common App'. The main content area is titled 'General' and contains two dropdown menus. The first, 'Preferred start term *', is set to 'Fall 2016 (September - December)'. The second, 'Preferred admission plan *', is open, showing 'Regular Decision' as the selected option. Other options visible include 'Early Action' and another 'Regular Decision' entry.

Step 3:
Admissions plan

For students applying only to the SMTD, choose Regular Decision; early action is not offered for SMTD programs.

Select "Early Action" only if you are interested in applying to both the SMTD **and** the College of Literature, Science & the Arts (LSA) or the College of Engineering.

The SMTD application deadline is December 1. The application deadline for Dual degree Early Action is November 1.

This screenshot is similar to the one above but highlights the 'Preferred admission plan *' dropdown menu. A yellow arrow with a red outline points to the 'Regular Decision' option, which is currently selected. Other options like 'Early Action' and another 'Regular Decision' are also visible.

Step 4:
Art Supplement

The Common Application "Art Supplement" only applies to School of Art & Design and Interarts applicants. School of Music, Theatre & Dance applicants must answer "No" to this question and visit music.umich.edu/upload to create their DecisionDesk Profile.

Do you intend to submit an art supplement so that your special talent in one or more of the arts will be considered as part of the admission process to University of Michigan? *

Yes

No

[Clear](#)

A yellow arrow with a red outline points to the 'No' radio button.

Step 5:

Select Your Program

1. Select SMTD Dual Applicant only if you are applying to both SMTD **and** LSA or Engineering.

Note: You do not need to apply as a Dual Applicant to be eligible to take academic classes. If admitted, SMTD admission comes with admission to U-M. Apply as a Dual Applicant if you want to major in an academic field, in addition to a SMTD major.

2. On rare occasions, applicants do apply for more than one program within the School of Music, Theatre & Dance. Although you are required to complete both "Program of Study" questions, most applicants will select "No Second Program of Study."

3. School of Music, Theatre & Dance applicants being considered for LSA may also request consideration for preferred admission to Stephen M. Ross School of Business. The majority of SMTD applicants do not apply for Preferred Admission.

► General

▼ **Academics**

U-M College or School to which you are applying *

School of Music, Theatre & Dance x ▾

Program of Study *

Percussion Performance x ▾

Instrument/Concentration *

Percussion x ▾

Are you applying for a second program within the SMTD? *

No x ▾

Preferred Admission *

Not applying for Preferred Admission x ▾

[Back](#) [Continue](#)

Step 6:

Assign Recommenders

School of Music, Theatre & Dance applicants are required to submit three recommendation letters:

Invite via Common Application

1. Guidance Counselor
2. Academic Teacher

Invite via DecisionDesk

3. Arts-Related Teacher

Arts-Related Recommendation Letters

*Do **NOT** invite your arts-related recommender via the Common Application.

Rather, invite your arts-related recommender(s) when you create your [DecisionDesk Profile](#).

Your music or arts-related recommender will receive an email invitation from DecisionDesk.

As an alternative to submitting recommendation letters through

DecisionDesk, Arts-related recommenders may also submit their recommendation letters directly to the School of Music, Theatre & Dance. For faster processing, have your music or arts-related teacher include your full name and UMID on the recommendation and send the recommendation directly to the School of Music, Theatre & Dance.

Via Email: smt.d.credentials@umich.edu

Or hard copy: School of Music, Theatre & Dance
Office of Admissions and Student Services
University of Michigan
2290 Moore Bldg
1100 Baits Dr
Ann Arbor, MI 48109-2085

Step 7:

Submitting the Common Application

Make sure to check and repair any errors, and be sure to submit the Common Application, Writing Supplement and your [DecisionDesk Profile](#). You will receive confirmation emails from the Office of Undergraduate Admissions confirming receipt of your Common Application and from DecisionDesk following your submissions. After all your hard work, we certainly look forward to receiving your materials!

Go Blue!

University of Michigan

Manage Recommenders

- **FERPA Release Authorization**
You must complete the release authorization process, which will allow transcripts and recommendations to be submitted on your behalf. [release authorization](#)
- **Counselor**
You must invite a school Counselor who will complete the School Report and other forms for you.
[Invite Counselor](#)
- **Teacher**
Please select and assign the Teacher(s) below whose recommendation will be submitted to this college on your behalf. You must first invite a Teacher using the 'Invite Teacher' link before you can assign them for this college.
Required: 1 Allowed: 4
[Invite Teacher](#)
- ✓ **Other Recommender**
Please select and assign the Other Recommender(s) below whose recommendation(s) will be submitted to this college on your behalf. You must first invite an Other Recommender using the 'Invite Other Recommender' link before you can assign them for this college.
Recommender types accepted: Arts Teacher, Clergy, Coach, College Access Counselor, Employer, Family Member, Peer, Other
Required: 0 Allowed: 2
[Add Another](#)