Undergraduate Application Tips & Tricks

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.
Selecting the University of Michigan

**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

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 (*)
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.

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.

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?

*
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.

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<th>Are you applying for a second program within the SMTD? *</th>
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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: smtd.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!