



# Randolph-Macon Academy

## Application Checklist

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The following steps are provided to assist you with the application process. Your application will be complete and ready for evaluation when all of the following are on file in the Office of Admission.

**Step One – Application**

- Application: Signed by both parent & student, with photo and application fee. (\$75 for U.S. citizens and \$200 for international students; non-refundable.)

**Step Two – Essays**

- We ask that each applicant provide two writing samples. One of these may be the writing sample from the SSAT.

**Step Three – Record Release**

- Bring a completed record release form to the appropriate official at the applicant's current school, requesting they mail or fax copies to R-MA.

**Step Four – Admission Test**

- We accept the Secondary School Admission Test (SSAT). **Other standardized testing can be substituted.** The SSAT essay can be used as the second essay needed as part of the admissions requirements.

**Step Five – Recommendations**

- Two recommendations are required. One recommendation must be from an academic teacher that you have had within the last year and the second recommendation can be from another teacher, guidance counselor, principal, coach, minister, priest or rabbi. Both student and parent must sign both recommendation forms. The completed recommendations can be mailed or faxed to the Admission Office (address/fax number is on the form).

**Step Six – Interview**

- Interview and tour times are available Monday through Friday, 8am - 3pm, by appointment. Saturday interviews are available on a limited basis, and must be scheduled at least 72 hours in advance. If you live too far away to visit campus, a phone interview will be arranged.

Admissions decisions are determined by the Admission Committee's evaluation of several factors: the application, the previous school record, standardized test scores, recommendations, written essays and the interview. The parent is responsible for ensuring that all required information has been submitted to the Admission Office. *A student's file must be complete before the Admission Committee can review it.* R-MA may require additional testing.

If you want to know the status of your application at any time, feel free to call 1-800-272-1172 or e-mail Admission at [admission@rma.edu](mailto:admission@rma.edu).

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### Notice of Nondiscriminatory Policy

Randolph-Macon Academy does not discriminate on the basis of race, sex, color, religion, national or ethnic origin.