



# College Visitation Guide

Once you've narrowed your choices, it's important to actually visit the colleges you are considering before making a final decision.

When selecting colleges that interest you, include some private colleges that are outside of the state in which you reside. These schools usually provide better grants (*free money*).

If you can, visit four to six colleges before making your final selection.

## Important Factors to Consider when Choosing a College

It's not only a college choosing you, it's also you choosing a college that meets your requirements. You are hiring them to provide the knowledge you need to succeed.

- Does the school provide high quality courses that meets or exceeds your expectations?
- Does the faculty stay current with what's happening in your field of study?
- Do they provide the latest technology in your field of study?
- Do you feel comfortable learning at a large or small school?
- Is classroom size important to you?
- Does campus life fit your personality?
- What do they offer for housing and food service?
- Do they offer a level of grant money (free money) that lowers your need for college loans?
- What are the crime statistics on their campus?

## Helpful Techniques to Ensure a Successful College Visitation

Make visitation arrangements with the colleges before you visit, preferably on a weekday during the school term to get a true picture of the school and life on campus. Only during this visit can you truly experience the environment in which you will live and study.

Thank You Note:

Students should send a thank you note to the admissions contact person after the visit outlining a few sincere thoughts and highlights from your visit.

While on campus, you can gain real insight by talking with:

- Admissions Staff
- Students
- Financial Aid Staff
- Career Placement Staff
- Faculty

On the following pages, we have provided a sample letter to request a college visit and helpful questionnaires to be used when visiting a college.



## SAMPLE REQUEST FOR COLLEGE VISITATION

*It's best that you create your own "Visitation Request Letter". This is only a sample letter.*

**Date**

**Admission Office**

**College Name**

**Address**

**City, State, Zip**

**RE: (Student's Name)**

**(Admissions Officer Name and Title):**

I am currently in the process of considering several colleges for admission and would like to visit **(College Name)**.

I am committed to making my experience in higher education as valuable as possible, and I believe that a visit to your campus is an important step in helping me gather information that I need to make this important decision.

Please inform me of visitation programs that you offer for prospective students.

I look forward to your response and appreciate your consideration.

Sincerely,

**Student's Name**

**Street Address**

**Phone Number**

**Email Address**

*If you need financial assistance to visit the college, ask if there are any funds available for that purpose. If you need to stay overnight while visiting, ask what overnight accommodations are available on and off campus.*

*Also, visit this link for a list of colleges that offer travel assistance.*

<http://www.thecollegiateblog.org/2013/07/18/26-colleges-that-fund-your-campus-visit/>



## Questions to ask the Admissions Office

*(Make copies for each visit)*

College Name: \_\_\_\_\_

Admissions Person's Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Date: \_\_\_\_\_

Email \_\_\_\_\_

1. What are the criteria used for admissions at your college?

Answer: \_\_\_\_\_

\_\_\_\_\_

2. How do you rank admittance criteria?

Answer: \_\_\_\_\_

\_\_\_\_\_

3. What is the average ACT/SAT score range for admitted students?

Answer: \_\_\_\_\_

4. How important is the ACT/SAT test in the admissions process?

Answer: \_\_\_\_\_

5. What ACT/SAT score will place me in the top 25% of applicants?

Answer: \_\_\_\_\_

6. Do you require an admissions essay?

Answer: \_\_\_\_\_

7. Do you use the Common App?

Answer: \_\_\_\_\_

8. What is your college's admissions deadline? What is the early action deadline, and when will you notify the applicant of your decision?

Answer: \_\_\_\_\_

9. Do you use regional representatives for interviews?

Answer: \_\_\_\_\_

10. What is the student to faculty ratio at your college?

Answer: \_\_\_\_\_





## Questions to ask the Financial Aid Office

*(Make copies for each visit)*

College Name: \_\_\_\_\_

Financial Aid Person's Name \_\_\_\_\_

Phone Numbers \_\_\_\_\_ Date: \_\_\_\_\_

Email \_\_\_\_\_

1. What is the total cost to attend your college? *(Make sure they include tuition & registration fees, books & supplies, room & board, transportation cost and misc.)*

Answer: \_\_\_\_\_

2. What forms are used by your college to determine financial aid eligibility?

Answer: \_\_\_\_\_

3. What is your college's financial aid priority filing date?

Answer: \_\_\_\_\_

4. How does your college financially reward an excellent student?

Answer: \_\_\_\_\_

5. What percentage of my financial need will be met by your college?

Answer: \_\_\_\_\_

6. What percentage of financial need will be in the form of gift aid, loans, and work-study?

Answer: gift aid \_\_\_\_\_ loans \_\_\_\_\_ work/study \_\_\_\_\_

7. What other merit grants and scholarships are available (not based on financial need)?

Answer: \_\_\_\_\_

8. If any private scholarships are awarded, will these replace your scholarships?

Answer: \_\_\_\_\_

9. What is the average debt incurred by each student upon graduation?

Answer: \_\_\_\_\_

Student's notes: *(use the back if necessary to write your comments)*

My overall impression? \_\_\_\_\_

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## Questions to ask the Career Placement Office

*(Make copies for each visit)*

College Name: \_\_\_\_\_

Career Placement Person's Name \_\_\_\_\_

Phone Numbers \_\_\_\_\_ Date: \_\_\_\_\_

Email \_\_\_\_\_

1. How many full-time staff members work in the placement office?

Answer: \_\_\_\_\_

2. What job placement services does the placement office provide?

Answer: \_\_\_\_\_

3. Do you offer co-op work/study programs, and do these programs provide credits toward graduation?

Answer: \_\_\_\_\_

4. How long does job placement services remain in effect after graduation?

Answer: \_\_\_\_\_

5. What percentage of graduates will be employed prior to graduation?

Answer: \_\_\_\_\_

6. What are the most popular majors that have the best employment chances?

Answer: \_\_\_\_\_

7. Which companies and organizations recruit your graduates?

Answer: \_\_\_\_\_

8. What are the credentials of those graduates receiving employment?

Answer: \_\_\_\_\_

9. What is the starting salary of graduates in my field or major?

Answer: \_\_\_\_\_

10. What is the future employment outlook of my field or major?

Answer: \_\_\_\_\_



*Student's notes: (use the back if necessary to write your comments)*

## Questions to ask Faculty or Department Head

*(Make copies for each visit)*

College Name: \_\_\_\_\_

Faculty Person's Name \_\_\_\_\_

Phone Numbers \_\_\_\_\_ Date: \_\_\_\_\_

Email \_\_\_\_\_

1. What is unique about the programs you offer over other colleges?

Answer: \_\_\_\_\_

2. What is the likelihood of graduating from this program in four years?

Answer: \_\_\_\_\_

3. What department facilities and special technology are available?

Answer: \_\_\_\_\_

4. How accessible are the professors in this department?

Answer: \_\_\_\_\_

5. How many full-time professors are on the department staff?

Answer: \_\_\_\_\_

6. What percentages of full-time professors teach introductory classes?

Answer: \_\_\_\_\_

7. What is the average class size?

Answer: \_\_\_\_\_

8. May I observe one of the classes?

Answer: \_\_\_\_\_

Student's notes: *(use the back if necessary to write your comments)*

My overall impression? \_\_\_\_\_

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**Questions to ask a Student**  
*(Make multiple copies for each visit)*

1. What was the biggest surprise when you first arrived?

Answer: \_\_\_\_\_

2. What three things do you like about the college?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

2. What three things do you dislike about the college?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

3. What are the dorms like?

Answer: \_\_\_\_\_

4. What are the classes like?

Answer: \_\_\_\_\_

5. What are the professors like?

Answer: \_\_\_\_\_

6. What is campus life in general like?

Answer: \_\_\_\_\_

7. How difficult is it to get assigned to classes?

Answer: \_\_\_\_\_

8. Can you graduate in four years and receive your bachelor's degree?

Answer: \_\_\_\_\_

9. Would you recommend this college?

Answer: \_\_\_\_\_





## Rank the Colleges You Visited

Rank your colleges based on the information you gathered while visiting the colleges. Use the information gathered to determine which college will best meet your needs, wants and abilities.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

