

## School Profile/Overview for Custom Publishing

We've put together some guidelines that will help you produce a unique school profile for your custom publication. Please submit the following materials via e-mail, CD, DVD, or FTP site.

[Click here to download FTP instructions.](#)

### □ Content

- Maximum word count: 300
- File format: Microsoft Word
- Profile text can be written as bullet points or full paragraphs; you can choose to write from either a first-person or third-person perspective.
- Subjects for content could include:
  - Overview: Mission, history, traditions, recent developments, future plans
  - Setting: Location, campus size, access to local entertainment
  - Accreditation/recognition: Awards, rankings, esteemed faculty
  - Admissions: Entry requirements, application deadlines and fees, average test scores
  - Academics: Programs and degrees offered, specialized courses and concentrations, popular areas of study, work-study opportunities
  - Financial Aid: Types available, requirements for receiving funding, typical financial aid received
  - Student body: average class size, % commuters
  - Student life: fraternities/sororities, organizations, intramural activities, athletic programs
  - Costs: in-state tuition, out-of-state tuition, room and board, average additional fees
  - Residential life
  - Facilities

### □ KeyFacts<sup>®</sup>

You can also include pertinent information about your school using KeyFacts<sup>®</sup>. Visit <http://keyfacts.collegeview.com> to revise your details and reflect your current information. The following KeyFacts<sup>®</sup> will be pulled for your print profile:

### Contact

Address:

Web site:

Admissions office phone #:

Financial aid office phone #:

### Quick Facts

Institutional control: Public or private

School type: Four-year or two-year

Academic calendar: Semesters or quarters

Religious affiliation:

Enrollment:

Average class size:

Student-faculty ratio:

Number of registered organizations:

### Costs and Aid (Estimated)

In-state tuition (academic year):

Out-of-state tuition (academic year):

Room and board (academic year):

Average additional fees:

Scholarships offered: Yes or no

Grants offered: Yes or no

Loans offered: Yes or no

Work-study programs offered: Yes or no

Co-ops/internships offered: Yes or no

### Admission

Average GPA:

Average ACT score:

Average SAT score:

Essay: Required, not required, or recommended

Interview: Required, not required, or recommended

Application deadline:

Application fee: