



ARC

COLUMBIA UNIVERSITY

Office of Undergraduate Admissions
The Alumni Representative Committee

ARC members are Columbia ambassadors in all 50 states and dozens of countries, and while they hail from different professional backgrounds and graduation years, all have a desire to share their Columbia experiences with prospective students.

ARC Timeline

August

Online application released and first applications submitted

October 1

Early Decision applicant names become available in ARC Online and ARC interviews begin

November 1

Early Decision application deadline

Late November

Early Decision interview deadline

Mid-December

Early Decision admission results announced

January 1

Regular Decision application deadline

Early February

Columbia Engineering Regular Decision interview deadline

Late February

Columbia College Regular Decision interview deadline and end of the interview season

Early April

Regular Decision admission results announced

May 1

Deadline for admitted students to submit enrollment forms and deposits

Why Join the ARC?

- ARC members are critical in our application review process and support our holistic evaluation of applicants.
- They are a vital component in our outreach to various communities, especially areas of the world where admissions officers cannot visit.
- Applicants who receive interviews and are admitted are more likely to attend Columbia. Enrolling students often cite their interviews and connections with alumni as among the main reasons why they chose Columbia over peer institutions.



How to Get Involved With ARC

Join the ARC by visiting ARC Online and logging in with your UNI and password: <https://www.studentaffairs.columbia.edu/admissions/arc>. For help with your UNI, please visit <http://alumni.columbia.edu/unis>.

Update your ARC Online preferences to reflect the region(s) you would like to serve in, your preferred high school and the number of interviews you can conduct this year. Your regional ARC Chair will use these preferences to assign interviews to you or you can also request interviews in any region.

ARC Members can interview in any region(s) around the world. You can request interviews from your region or other regions by using ARC Online.

The Office of Undergraduate Admissions recommends that an ARC member take a "sabbatical year" when his or her son or daughter is a senior in high school and applying to Columbia College or Columbia Engineering.

Other ARC Initiatives You Can Support

- Staff college fairs! We will supply you with materials, and you can represent Columbia at local fairs. Contact your regional admissions officer for more information
- Attend or host Welcome Receptions or Send-Off events, where you can re-connect with some of the students you interviewed.
- Host or participate in a Super Saturday interviewing event, where you can interview several students in a single day alongside other ARC members.

Scheduling the Interview

The interview may take place in an interviewer's office or some other neutral site (a coffee shop or bookstore, for example). **Interviews may not be conducted in the home of the interviewer or the applicant.**

If you are meeting in a public location, please make sure the student will know how to identify you (Columbia apparel, for example).

Please be sensitive to time and transportation issues. The applicant can be expected to travel up to 90 minutes for the interview. If geography or weather seriously prevents an interview from occurring, you may conduct a phone or video chat/Skype™ interview.

If at any time you have difficulty setting up an interview, please contact your ARC leadership for support.



Conducting the Interview

We recommend that the interview be conversational in nature. Regardless of your impression of a candidate, please try to make the interview as comfortable as possible.

The interview should be approximately 45 minutes in length. This should offer sufficient time to ask a variety of questions that challenge the student, but also to allow the applicant to express himself or herself fully.

The purpose of the interview is to discover more about the student, and also to assess the student's ability to communicate his or her interests, passions, social qualities and intellectual curiosity. **Please do not ask for academic achievements, transcripts or test scores.**

Please allow some time at the end for the candidate to ask you questions about Columbia.

Types of Interviews

With each new development in communication, more and more alumni are finding alternative ways to conduct interviews with Columbia applicants. Here we list a number of possible formats for the interview.

Face-to-Face

Alum and student meet at a predetermined date, time and location and have a conversation about the candidate's interests. While most alumni are most familiar with this format, many of our applicants live in areas of the country and world where it is difficult or impossible to connect with an alumni interviewer.

Telephone

The telephone interview is becoming a convenient tool for alumni who wish to reach out to students in more underrepresented regions where they might not be able to get face-to-face interviews. Alumni may also arrange phone interviews with local applicants, as this method may ease the scheduling process and improve transportation costs or difficulties.

Video Chat/Skype™

Most computers sold today feature some form of web camera, and this generation of applicants is increasingly familiar and comfortable with a video chat interface. If you feel comfortable using video chat through various programs such as Skype™, Gchat™ and iChat™, this is a great option for interviewing; you have the ease of scheduling plus the added bonus of virtual face-to-face contact.

Please review the "Interviewing Methods" form on the ARC site for more information.

Writing Your Interview Report

The interview report should be entered in ARC Online within two weeks of the interview. Please rate the candidate and offer recommendations based on a 1-5 scale.

Please use the entire scale and utilize the space on ARC Online to explain why you have given a certain recommendation.

A detailed description of what each number and recommendation represents can be found on ARC Online. In addition, sample interview reports are available on our website.

If for any reason the interview does not occur, please indicate this on your interview report as well.

Completed interview reports will be included in application files and taken into consideration during admissions committee discussions. We truly appreciate the time and effort you put into your reports!

Other ARC Resources

- The ARC website contains our entire ARC Handbook. Please feel free to review at your leisure.
- Check out ARC-on-the-Go in ARC Online for examples of interview reports and information about other ways to become involved in ARC.