ARC members are Columbia ambassadors hailing from different professional backgrounds and graduation years, volunteering in all 50 states and dozens of countries to share their Columbia experiences with prospective students.

**Why Join the ARC?**

- ARC members are vital to our efforts to reach students interested in learning more about Columbia, especially in areas of the world where admissions officers cannot visit.

- Interview reports submitted by ARC members play a critical role in our application review process and support our holistic evaluation of applicants.

- Applicants who receive interviews and are admitted are more likely to choose Columbia. Enrolling students often cite their interview experiences and connections formed with alumni as one of the main reasons they chose to attend Columbia over peer institutions.

“Sharing the Columbia experience with prospective students has been one of the greatest privileges bestowed upon me as an alumna. It is a great way to help shape the next generation of scholars and contribute to a legacy of access and excellence.”

DOMINIQUE JEAN-LOUIS CC’09
New York, NY
Admissions and ARC Timeline

Early August
The Common Application becomes available to students.

Mid-November
Early Decision Application Deadline

Mid-December
Early Decision results announced

Mid-February
Columbia Engineering Regular Decision interview report submission deadline

Early April
Regular Decision results announced

October 1
ARC interviews for Early Decision applicants begin.

Late November
Early Decision interview deadline

Late February
Columbia College Regular Decision interview report submission deadline

Deadlines for admitted students to submit their deposits and enrollment forms

Becoming an ARC Member

Visit the ARC Online website at undergrad.admissions.columbia.edu/arc. Create your account by logging in with your UNI and password. Don’t know your UNI and password? Complete a Help Request Form at alumni.columbia.edu/unis/ for assistance.

Update your ARC Online preferences with your current contact information, ARC region, a preferred high school and the number of interviews you can conduct during Early Decision and Regular Decision. Know that you do not have to wait to be assigned an interview – between October and February, you can log in to request interviews with candidates attending any high school in the world.

ARC Online contains our entire ARC Handbook and our ARC Training Presentation. Review our interview tips, see examples of effective interview reports and learn about other ways ARC members support Columbia.

Ways to Be Involved as an ARC Member

Interview prospective students in any region around the world. Request as many interviews as you would like through ARC Online; your regional ARC chair may also assign interviews to you.

Participate in a “Super Saturday” interviewing event to interview several students in a single day alongside fellow ARC members.

Represent Columbia by staffing college fairs in your area. Your regional admissions officer will supply fair details and materials.

Attend or host admitted or incoming student events where you can reconnect with fellow Columbia alumni and new students.
Types of Interviews

**Face-to-Face**
Interviewers meet a student at a predetermined date, time and location and have a conversation about the candidate’s interests. While this is the most traditional interview 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 whom they might not be able to meet face-to-face. Alumni may also arrange phone interviews with local applicants, as this method may ease the scheduling process and avoid transportation costs or difficulties.

**Video Chat**
Many computers feature some form of web camera, and this generation of applicants is increasingly familiar with video chat technology. If you feel comfortable using video chat, through various services such as Skype™, Google Talk™ or iChat™—this is a great option for interviewing; you have the ease of scheduling plus the added bonus of virtual face-to-face contact.

Scheduling the Interview

- ARC members are expected to initiate contact with the applicant either by e-mail or by phone to schedule a time and location for the interview.

- The interview should take place in a neutral site such as a local coffee shop, bookstore or the interviewer’s office. **Interviews may not be conducted in the home of the interviewer or the applicant.**

- When setting up the interview, please make sure that the student will know how to identify you (wearing Columbia blue, for example) if you will be meeting in a public location.
Conducting the Interview

- The interview is meant to be a conversation between you and the applicant. Regardless of your impression of a candidate, please try to make the interview as comfortable as possible. Ultimately, we want every applicant to walk away from the interview with a positive impression of Columbia.

- The interview should be approximately 45 minutes in length. This will offer sufficient time to ask a variety of questions that encourage the student to open up and demonstrate his or her fit with Columbia. While conversing with the applicant, you should assess his or her ability to communicate enthusiasm for Columbia’s curriculum, personal qualities and intellectual curiosity. Please do not ask for quantitative information reflected on the application, such as his or her academic achievements, transcripts and test scores. Additionally, we request that you refrain from inquiring to what other schools the student is applying.

Writing Your Interview Report

- The interview report should be submitted via ARC Online as soon as possible after the interview is conducted. For a detailed description of what each number and recommendation represents, visit ARC Online. In addition, you will find sample interview reports for your review.

- Your interview report, which will include a summary of your impressions and a rating from 1–5, should explain why you have given a student a certain recommendation. Interview reports are typically two to three paragraphs. If for any reason the interview does not occur, please indicate this on your interview report.

- Remember: your comments matter! 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 conducting the interviews and submitting your reports!