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Office of Undergraduate Admissions
The Alumni Representative Committee

College Fairs

HOW TO PARTICIPATE IN LOCAL COLLEGE FAIRS

FINDING A FAIR

If you are familiar with a local fair, try to find a contact person for it. If you are interested but not sure where to look, contact the regional admissions officer or the ARC Chair for advice.

CONTACT ADMISSIONS

If your fair does not require a fee, you may register for the event but then please **notify Admissions** that you will be attending. If it requires a fee, please contact the College Fair Coordinator with the request so that the Admissions Office can register for the fair.

REQUEST MATERIALS

We have set up a system for sending materials based on the expected number of parents and students. A **SMALL** fair is from 0-500 people; a **MEDIUM** fair is 500-1000 people; a **LARGE** fair is over 1000 people. Please contact the ARC College Fair Coordinator to request materials.

REVIEW FAQs AND OTHER INFORMATION

As things at Columbia change every year, please review Columbia's FAQ on the website and our printed materials. If there is anything you are unsure of before the fair, please feel free to contact your regional admissions officer for updated information. You may also choose to review our admission statistics, found at <http://www.studentaffairs.columbia.edu/admissions/applications/stats.php>.



PURPOSE

Schools or school districts often hold College Fairs that officers are unable to attend. These college fairs are incredibly valuable to our office, and we encourage ARC members to represent Columbia at these events. Alumni are fantastic representatives who can speak about their own Columbia experience. Moreover, as active members of local communities, they have unique insight into their region. If you know of a fair that you would like to cover, or are contacted by your ARC leadership, please consider helping out!

CONTACT INFORMATION

TEL: 212-854-2522
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COLLEGE FAIRS
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SEND A SURVEY AND MATERIALS BACK TO ADMISSIONS

SEND A SURVEY TO ADMISSIONS

You will receive a survey from the Admissions Office after completing a college fair. Your response should include the approximate number of students who came to the fair, your assessment of the quality of the fair, and whether or not you believe it is worthwhile to continue attending the fair.

MATERIALS

If you have any leftover materials, you may use them for future college fairs. If you do not want to keep the materials, please contact the Admissions Office in order to send the materials back to Columbia.