The First-Year Common Application must be submitted online, and we prefer online submission of all other documents. However, if your counselor or teachers are not able to submit online, print and use the following labels to send the documents by mail. Failure to use these labels may delay the processing of your documents.

**Instructions:**

- PRINT the set of mailing labels.
- CUT OUT each label and affix it to a 9 x 12 envelope. Add postage.
- WRITE your Common Application ID number on each label.
- SELECT either the “Early Action” or “Regular Decision” check box on each label.
- DO NOT fold the form, and do not staple or paper clip the pages together.

**Optional Letter:**

You may submit no more than one optional letter of recommendation. Ask your recommender to note your official name, birth date, current school and Common Application ID number at the top of the letter. No form is required, and there is no mailing label. Your recommender may send the letter via mail or fax: 650-723-6050

**EXAMPLE**

```
SCHOOL REPORT FORM
INCLUDING COUNSELOR RECOMMENDATION
COMMON APPLICATION ID #: 1234567

☐ Early Action  ☑ Regular Decision

Stanford University
Office of Undergraduate Admission
Montag Hall - 355 Galvez Street
Stanford, CA 94305-6106
```
Note: Stanford requires two teacher evaluations.

Note: We strongly prefer that you include your high school transcript with the School Report. Use this label only if you are unable to submit both forms at the same time.

Note: Stanford requires two teacher evaluations.