

2010 Transfer Application Instructions and Application Checklist

Important Information for Cornell Transfer Applicants

We are pleased that you are considering applying to Cornell University. Our admissions committees review application materials thoughtfully and thoroughly. We look forward to receiving your application and getting to know you.

The Cornell transfer application consists of:

- the Transfer Common Application, which Cornell uses exclusively (includes pages AP-1 to AP-5, College Instructor Evaluation, and College Official's Report)
- a \$70 application fee or waiver
- the Cornell University Transfer Supplement to the Transfer Common Application, which is required of all applicants. It includes important Cornell-specific information and required essays
- official copies of college and high school transcripts
- required Midterm Report
- the 2009 Transfer Financial Aid Application (for applicants planning to apply for financial aid)

All applicants must complete specific college requirements as noted on the grid on the previous page.

It is important that you submit your Transfer Common Application and fee as soon as possible during the appropriate transfer filing period. The Cornell University Transfer Supplement can be sent at the same time or later, but do not delay: your Cornell University Transfer Supplement identifies the college to which you are applying, and the sooner we have this information, the sooner we can forward your file to the appropriate committee for review.

There are two ways to apply: online or on paper.

We strongly recommend that you apply online to expedite the processing of your application and to better serve you. Whichever method you choose, you must submit all components the same way. Students who submit the Transfer Common Application online must pay online (unless requesting a fee waiver), and must submit the Cornell University Transfer Supplement online. Students who submit their Transfer Common Application on paper must pay by check or money order and must submit the Cornell University Transfer Supplement on paper as well to the Transfer P.O. Box (see mailing instructions). All additional materials (financial aid application, transcripts, instructor evaluation, etc.) must be sent to the Transfer P.O. Box.

The Transfer Common Application

Submitting the Transfer Common Application and the \$70 application fee (or fee waiver—see instructions in this booklet) begins the admissions process and should be done as soon as possible.

It is important to submit your Transfer Common Application as early as you can for several reasons:

1. You will avoid delays in the processing of your application. Cornell receives applications from more than 3,000 prospective transfer students each year. Spring transfer applicants will hear back from us in November. Fall transfer applicants should know that it can take us 4–6 weeks to process and review each application from the time of receipt.
2. When we receive your Transfer Common Application and fee, we will e-mail you with the information you need to establish an online application status account on Cornell's web site. Please note that receiving an ApplicantID via e-mail is **your confirmation that we have received your application**. Using this secure site, you will be able to track your application materials and update your e-mail address when necessary. If you do not receive an ApplicantID within two weeks of submitting the Transfer Common Application to Cornell University, it may be because your e-mail address is incorrect or you are blocking e-mail from us. Go to our web site (admissions.cornell.edu), click on "Check Application Status," and follow the instructions to obtain your ApplicantID. Use the troubleshooting feedback form if you continue to have problems.

How to Submit the Transfer Common Application and the Cornell Transfer Supplement

- Use the online version at www.commonapp.org to submit the Transfer Common Application and the Cornell Transfer Supplement. All other application materials (financial aid application, transcripts, instructor evaluation, etc.) must be sent in hard copy to the Transfer P.O. Box. **or**
- Use the paper copy included in this application booklet. Neatly handwritten, printed, or typed responses to the questions are acceptable. Send all materials to the Transfer P.O. Box.

Please include your name, home address, and date of birth on all attached sheets.

Please note: Complete and submit the Transfer Common Application with the application fee only once to Cornell. Do NOT send duplicate copies through the mail or online unless you are specifically asked to do so by the admissions office.

We encourage you to view the personal parts of the Transfer Common Application, and in particular the Personal Statement, as opportunities to think about yourself and reflect on what is important to you. Give careful thought to the questions that are asked, but don't try to write the answers you think we want to hear. Give us answers that tell us about *you*.

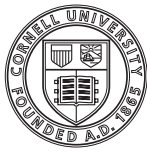
Your application must be postmarked or submitted online by October 1 for spring 2010 transfer admission, or by March 15 for fall 2010 transfer admission.

Application Status

If you have any questions about the status of your application, see: admissions.cornell.edu/selfservice

Important E-Mail Instructions

It is important that you provide us with a legible, current e-mail address that you check frequently. E-mail is our primary tool for communicating with you to request missing application materials, to verify information, to give you special instructions, etc. Please carefully type or print your e-mail address on the application form, being certain that characters are understood (for example, using Ø for zero and noting the difference between a lower case l, the number 1, and the letter I). Please also be sure to include cornell.edu in your address book and/or remove any spam blockers that might prevent our e-mail from reaching you.



2010 Transfer Application Instructions and Application Checklist Continued

Application Fee/Fee Waiver

Cornell's application fee is \$70, and you are required to submit it with your Transfer Common Application. **Please note that Cornell cannot process your application without the application fee or fee waiver. Remember that if you apply online, you must pay online. If you are submitting a paper application, you must pay by check, draft, or international money order** with your full name and home address written on the check so that we can accurately record your fee payment. Your check, draft, or international money order must be drawn on a U.S. bank and made payable to Cornell University.

You can apply for an application fee waiver by

- sending in the College Board Fee Waiver form or
- submitting a letter from a transfer advisor or representative of a social service/community agency stating that the fee would cause financial hardship.

If you cannot apply for a waiver by one of these methods, please contact the Undergraduate Admissions Office (607 255-5241) for further information. If you are submitting your application on paper, your fee waiver request should be sent attached to page AP-1 of the Transfer Common Application (pages AP-1 to AP-5). If you are submitting your application online, check the fee waiver box on the application and mail your fee waiver request to the Transfer P.O. Box address (see mailing instructions for complete address).

Cornell University Transfer Supplement

This required form provides us with essential information about your academic interests. The admissions staff at Cornell carefully reads and evaluates your response to the academic interest essay. The information you provide helps us determine how good a match exists between your intellectual goals and the Cornell college or school to which you are applying.

The Cornell Transfer Supplement must be submitted online if your Transfer Common Application was submitted online. If you are submitting your application on paper, please attach your answers to the Cornell-specific essays to the Cornell Transfer Supplement form. You can submit this information with your Transfer Common Application or separately. Be sure to include your name, home address, and date of birth on all attached sheets.

Required Interviews

For applicants to the School of Hotel Administration, the School of Industrial and Labor Relations, or to the architecture program in the College of Architecture, Art, and Planning, a formal interview is required for admission. Applicants to the art department in the College of Architecture, Art, and Planning are also encouraged (though not required) to have an interview.

- For architecture or fine arts applicants to the **College of Architecture, Art, and Planning**, use the online interview request form (www.aap.cornell.edu/admissions) or call 607 255-4376 to schedule an interview.
- Submit an online request form to the **School of Hotel Administration** (www.hotelschool.cornell.edu) to schedule an interview by the corresponding spring or fall transfer application deadline.
- Applicants to the **School of Industrial and Labor Relations** should call 607 255-2222 to schedule an interview.

College Instructor Evaluation

Transfer applicants to Cornell are required to submit one College Instructor Evaluation. A copy of the College Instructor Evaluation form is included in this application booklet. If you desire to send additional instructor recommendations, you may download and print the forms at www.commonapp.org. Be sure to remind individuals writing recommendations for you to include your full name and date of birth on all pages.

College Official's Report

The College Official's Report is a required part of the Cornell transfer application. A registrar, college faculty/advisor, or other college official who has access to your academic record and your disciplinary record must complete this report. The official should complete the form to the best of his or her ability. The section of the form regarding academic standing and disciplinary record is required.

Midterm Report

The Midterm Report is a required part of the Cornell transfer application, and we ask that applicants submit this form as close to midterm as possible.

International Applicants

International Applicants must complete and submit all required application documents and components. See the application checklist below and the college-specific requirements detailed in the front of the application booklet. Before you complete and submit the Transfer Common Application, the Cornell University Transfer Supplement, and other required forms, international applicants should review the Cornell Admissions web site, as it contains instructions for international applicants as well as the International Financial Aid Application. Application instructions can be found on our web site at admissions.cornell.edu/apply/applications.cfm.

Helpful Application Tips

- Give yourself enough time before the deadline to complete both the Transfer Common Application and Cornell Transfer Supplement.
- Pages can get separated, so include your full name and date of birth on every page.
- For grouping of multiple pages for mailing, use of paperclips is requested (do not staple).
- After completing your application and supplement, make copies for yourself.
- Set up your online application status account by following the instructions you receive after submitting the Common Application form.
- Be sure to submit all items on the application checklist below.

Application Checklist

See instructions for submitting the various required application components at the front of the transfer application booklet.

All Transfer Applicants

- ___ Transfer Common Application (pages AP-1 to AP-5)
- ___ \$70 Application Fee or Fee Waiver
- ___ Cornell University Transfer Supplement
- ___ Instructor Evaluation (pages IE-1 to IE-2)
- ___ College Official's Report (pages OR-1 to OR-2)
Note: The College Official's Report must be submitted, but it is not necessary to have a college dean complete the form. You are welcome to ask a college/faculty advisor, college registrar, or other college official who has access to your academic record and your disciplinary record.
- ___ Required Midterm Report (found in this application booklet or downloadable from admissions.cornell.edu)
- ___ Final high school transcript (secure official copy and send with your application materials)
- ___ College transcript(s) (secure official copy from all colleges attended and send with your application materials)
- ___ Have official test score reports sent from testing agencies to Cornell (Note: the SAT, ACT, and SAT Subject Tests are not required for transfer applicants, but some Cornell colleges would like to see the results if you have taken these tests)
- ___ Complete course descriptions and syllabi for engineering applicants only (for submission instructions, see www.engineering.cornell.edu/transfer)
- ___ Required interview for applicants to the School of Hotel Administration, the School of Industrial and Labor Relations, or the architecture program in the College of Architecture, Art, and Planning.