



Application Guidelines for Transfer Students

These guidelines address the most common questions we receive about the transfer process and application. Please review the Transfer Application instructions section at the end carefully, as this provides detailed information on each document required to complete your application.

Transfer Application Deadlines

Fall Semester Applicants:

- Transfer Common Application and Supplement: March 1

Spring Semester Applicants:

- Transfer Common Application and Supplement: Oct. 1

If you can't meet a deadline, please call and let us know as soon as possible. Admissions deadlines can probably be extended if you give a sensible reason for needing to do so.

Admissions Overview

The most important criterion for transfer admission to the ILR School is your performance in college-level courses. Most successful transfers have at least a B+ average in college when they apply, as well as a strong background in ILR relevant courses such as business, history, economics, mathematics, and English. However, grades aren't all the selection committee looks at. Your work experience, extracurricular activities, required interview, and essays also play a part in our decision.

ILR accepts students from two-year junior and community colleges, as well as four-year institutions. Students will typically have between two and four

semesters of credits, but may have a wide range of experiences. Some applicants will have recently graduated from high school, while others may have significant work and life experiences.

We encourage students who know they want to transfer to Cornell to call ahead when planning their schedule so we can help them select courses which will meet some ILR course requirements and keep them on track to complete college on time.

This page gives ILR-specific information for transfer students. You will also want to read more general transfer student information at the Undergraduate Admissions Office website at <http://admissions.cornell.edu/>.

Jump Start for the ILR Core Curriculum

You can reduce the number of courses you will need to take after you get here by completing two courses in English composition, and one course each in macroeconomics and microeconomics. If you would like a list of additional courses you can take at your current college or university that will transfer into ILR, or if you wish to have courses that you have already taken evaluated for transfer credit, e-mail your course descriptions and grades to our Transfer Counselor, Ian Schachner, at ims25@cornell.edu.

Entering ILR students will take a math assessment exam during orientation. If you did not take advanced math courses in high school, it is advisable for you to take a course or two in college-level mathematics in preparation for the exam. A sample exam is available at http://www.ilr.cornell.edu/student-services/curriculum/requirements/upload/ILR_Mathematics_Assessment_Exam.pdf.

Cornell Credits Required

Four semesters with a minimum of 60 credits of academic residence are

necessary to complete ILR's degree requirements. You are able to transfer in up to 60 credits, though your ability to graduate in four semesters if you do so will depend on how those credits transfer. We strongly recommend holding on to the syllabi from all of your courses, as these often help us assign proper credit for the classes you have completed before your transfer.

Please note that a minimum grade of C- or better is required to receive academic credit for courses you have taken at other colleges or universities.

Transfer Day

Consider attending our Transfer Day event. These are usually held in early November. The event is designed to acquaint prospective transfer students with the ILR School and Cornell University in general. At the Cornell events held on campus, admissions staff members will be on hand to answer your questions, as will students who were themselves transfers to ILR. Transfer Day also provides a great opportunity for you to arrange your required personal interview. For details, see the Transfer Day home page at <http://www.transferday.cornell.edu>.

Are you a Freshman, Transfer, or Visiting Student?

If you will complete high school during the current academic year; if you are hoping to attend after your junior year in high school; or if you have graduated from high school but have earned fewer than 12 credits at a college or university, then apply as a freshman.

If you are (or have been) a full-time college student, or if you have earned 12 or more credits at a college or university since graduating from high school, apply as a transfer student.

If you want to enroll for up to two semesters and take a full program of study, apply as a visiting student, using the transfer application. You will not be a candidate for a Cornell degree or receive financial aid.

Transfer Application

Instructions

Cornell's application forms for transfer students are different than the forms for freshmen admissions. You may access the application by going to <http://admissions.cornell.edu/apply/transfer/>.

You can also go directly to www.commonapp.org or request a copy by contacting the Undergraduate Admissions Office, Cornell University, 410 Thurston Avenue, Ithaca, NY 14853-2488 (phone: 607 255-5241).

Send the Common Transfer Application, Cornell University Transfer Supplement, instructor evaluation, college official's report, midterm report, and all other materials to:

Transfer Admissions
Cornell University
P.O. Box 6411
Ithaca, NY 14851-6411

Please review the following information before submitting your application:

Common Application and Transfer Supplement

In the Common Application, you will find an opportunity to write one personal essay, as well as an opportunity to briefly elaborate on one of your work or extracurricular experiences. You will also find an academic interest essay question in the Transfer Supplement. While there may be some overlap in what students would like to write about in these three sections, applicants should submit different essays for each question.

Transcripts

We need official copies of HS and college transcripts for all classes you have taken. If you have taken classes at multiple schools, or if you did not finish your degree, we will still need

official transcripts from each school that you attended.

Instructor Evaluation

One instructor evaluation from a college professor is required. You are allowed to submit additional instructor evaluations, though we do not suggest submitting more than two or three.

If you would like to submit additional references from employers, coaches, etc., they should email their recommendation letter directly to ilr_admissions@cornell.edu, or send it to our office at 216 Ives Hall, Ithaca, NY 14853. Please note that only college professors should use the Instructor Evaluation form.

College Official's Report

The College Official's Report must be given to your academic advisor, dean, registrar, or someone else who has access to your student record. We understand that students may not know these individuals very well, and therefore, an in-depth personal reference may not be submitted with this form. This is quite common and not a problem. The most important sections of the form that must be filled out by a college official are the questions towards the end that ask about your academic and disciplinary record.

Midterm Grade Report

The midterm grade report is typically the last component of the application that is submitted. Please note that we require a number or letter grade for every class you are taking during the semester in which you are applying, and that we would like all of these listed on one form. Do not submit this form until a midterm grade is provided for every class (written comments are not acceptable).

Do not worry about the formally stated application deadline for the midterm grade report. We understand that you may have to wait for several weeks before you have taken enough exams or completed

enough assignments for your professor to assign you a grade. Even if you still have several assignments remaining we will need the professor to indicate what your approximate grade is at that time.

If your school provides office mid term grades, you are welcome to send those instead of this report. You may send in a hard copy of this form, or fax it directly to the ILR Admissions office at 607-254-1251.

Standardized Tests

Students are not required to submit ACT or SAT scores for transfer admissions. However, if you have taken these exams, you are welcome to include these scores in your application.

Required Interview

All ILR transfer applicants must have an interview with a member of our selection committee. The interview must be conducted **during the semester in which you are submitting your application**, and it can be done over the phone or in person. (Interviews are also conducted during our Transfer Day event: www.transferday.cornell.edu)

Please note that there is no advantage for those students who visit campus for the interview. Most interviews are conducted over the phone, since students apply from all over the world, and we understand that visiting may not be possible for many applicants.

Call us to schedule an appointment at 607-255-2222. Please call at least two weeks before you plan to visit. On-campus interviews are held at the ILR Admissions office, 216 Ives Hall.

Financial Aid

To apply for financial aid, you will need to submit:

- the Cornell Transfer Financial Aid Application
- the Free Application for Federal Student Aid (FAFSA)
- a College Scholarship Service (CSS) financial aid PROFILE
- a copy of your and your parent's federal income tax return

For more information on financial aid at Cornell, please see the prospective student information section at <http://www.finaid.cornell.edu/>

Send the Transfer Financial Aid Application and federal tax returns to:

Transfer Financial Aid
Cornell University
P.O. Box 6411
Ithaca, NY 14851-6411

If you have any questions about the ILR School, the transfer process, or if you would like to arrange an interview, please contact:

ILR Admissions Office
Cornell University
216 Ives Hall
Ithaca, NY 14853

phone: 607-255-2222
fax: 607-254-1251
email: ilr_admissions@cornell.edu