



Cornell University ILR School

Guidelines for Transfer Applicants

Cornell University's School of Industrial and Labor Relations (ILR) admits students for the fall and spring terms. The Spring Transfer Application deadline is Oct. 15 and the Fall deadline is March 15.

The most important criterion for transfer admission to the ILR School is your performance in college-level courses. Most admitted transfers have at least a 3.4 cumulative 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 are not all the selection committee looks at. Your essays, work experience, life experience, and extracurricular activities also play a part in our decision.

Approximately one-third of ILR graduates are transfer students, and we accept students from two-year and four-year colleges throughout the world. Some applicants will have recently graduated from high school, while others may have significant work and life experience. We encourage students who know they want to transfer to email our office when planning their schedule so we can assist in selecting courses that meet our requirements.

Cornell Credits Required

Students must complete at least four semesters of full-time study at Cornell, including a minimum of 60 credits, to complete ILR's degree requirements. You may 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. Students who transfer are eligible to apply for the semester-long Study Abroad and ILR Credit Internship Programs in Washington D.C., New York City, Albany, Ireland, England, Australia or other domestic or international areas. The ability to participate in these programs depends on how many credits transfer to Cornell.

Prerequisite Courses/Transfer Credit

If you wish to have your courses evaluated for transfer credit, please email a list of the titles, course descriptions, and grades for the courses you've completed to our Associate Director, Ian Schachner, at ims25@cornell.edu. Please include the titles and course descriptions for any courses you are currently taking and all AP/IB scores. Also,

please include this information in the text of the email rather than sending links to your school's course catalog or other websites.

If you are applying **to enter ILR as a sophomore**, the main courses you will want to complete (or be in the process of completing) by the time you apply are:

- 1 English Composition/Writing-Intensive course
- 1 introductory economics course: macroeconomics or microeconomics (microeconomics is preferred)
- Your next appropriate level of math up to Statistics or Calculus (Statistics is preferred)
- 1 course to fill our Science & Technology distribution requirement (such as chemistry, biology, astronomy, physics, evolution, or other science class) **or** our Western Intellectual Tradition distribution requirement (such as American or European History, Intro. to Philosophy, or Western Civ.)

If you have completed the above requirements and wish to take more classes to prepare for ILR, we recommend completing another introductory economics course (micro or macro) and additional English/Writing courses.

To maximize the number of free electives you will have if you transfer to ILR, you can take foreign language, and/or financial or managerial accounting classes. These courses transfer as ILR elective credit, which will leave you with more free electives that you can use to take courses outside of ILR.

If you are applying **to enter ILR as a junior**, the main courses you will want to complete (or be in the process of completing) by the time you apply are:

- 2 English Composition/Writing-Intensive course
- 2 introductory economics courses: macroeconomics and microeconomics
- Math up to Statistics or Calculus (we strongly encourage taking Statistics, if possible)

- 1 course to fill our Science & Technology distribution requirement (such as chemistry, biology, astronomy, physics, evolution, or other science class)
- 1 class to fill our Western Intellectual Tradition distribution requirement (such as American or European History, Philosophy, or Western Civ.)
- At least 1 course to fill ILR elective credit (this can be filled with foreign language and/or financial or managerial accounting classes)

Students who wish to enter as juniors, but are not able to complete all of these requirements, are still welcome to apply and will be considered for admission. However, please note that the Admissions Committee may ask that you complete any missing requirements during the summer or winter session before you enter ILR.

ILR-Specific Requirements for Transfer Applicants

All applicants to Cornell must apply online using the Common Application (CA) or the Universal College Application (UCA). The ILR Admissions Committee does not prefer one application over another. Please review the [University Admissions Office \(UAO\) website](#) for information on the required components of the application, how to complete each section, and how to check your application status.

Essays

Whether you apply with the CA or UCA, you will need to select “Industrial and Labor Relations” as your desired college/major and complete **two essays**.

The first essay is the CA/UCA personal statement, which should cover your overall academic path. This can include what led you to study where and what you are studying and why you think transferring is in your best interest. If you took time off between HS and college or if there are any positive or negative shifts in your academic performance that you would like to address, it should be done in this essay.

The second essay is the Cornell Supplement, which should cover your specific fit with the ILR School. In order to have a competitive application, it is essential to show the Admissions Committee why you want to study in our program and why the topics you plan to study here matter to you.

With that in mind, we strongly recommend that all students follow the Application Tips below to explore the full range of topics covered in our school and to learn how students use our program to explore law, business, government, international affairs, social justice, and other areas.

Standardized Tests

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

College Transcript

We need an official transcript from **every** college you have attended. If you have taken classes at multiple schools and your previous courses are listed on the transcript at your current college, if you did not finish your degree, or if the college class was taken during high school, we will still need official transcripts from each school that you attended. Official transcripts must be submitted directly to Cornell **from the issuing institution**.

Please have your college submit an official transcript using the mailing instructions at the end of this document. If your school sends an official electronic college transcript, please ask them to send the official eTranscript to: undergradapp@cornell.edu.

High School Transcript

We need official copies of your high school transcript (or scores from high school equivalency exams). 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. Please ask your high school to follow the mailing instructions in this document to submit your transcript.

Recommendations

One recommendation from a college professor is required. You are allowed to submit additional Academic Evaluations, though we do not suggest submitting more than one additional recommendation from a professor. If necessary, you will have an opportunity to print out this form, but we strongly prefer to have it completed online.

If your academic evaluator is completing a hard copy of this form, or if you would like to submit an additional reference from an employer, coach, etc., please have them follow the mailing instructions in this document.

College Report

The College Report can be given to your academic advisor, dean, registrar, or someone else who has access to your student record. The most important part of this form that must be completed is the section with questions on your academic and disciplinary record. Please speak with your advisor or registrar before beginning the application to determine which college official at your school will be able to answer these questions. If your college official is completing a hard copy of this form, please have them follow the mailing instructions in this document.

If you have attended multiple colleges (after completing your high school degree), we will need a College Report filled out by an advisor or college official **from every school you attended** in order to consider your application complete.

Mid-Term Report

The Mid-Term Report will be available to you when you log in to begin the transfer application. This form is typically the last component of the application submitted. It must be filled out by professors from every class you are taking in the semester during which you are applying.

Please note that we require a number or letter grade for every class and that we would like all of these grades 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 Mid-Term Report. Spring transfer applicants typically submit Mid-term Reports in late October/early November and fall applicants typically submit them in the middle to end of March. We understand that you may have to wait a few weeks after our deadline before you have taken enough exams or completed enough assignments for your professor to complete this form. Even if you still have several assignments remaining, we will need the professor to indicate approximately how you are doing in the class based on whatever assignments have been completed up to that point. If your school provides official midterm grades, you are welcome to send us an official transcript with your grades instead of this report.

Interviews

Formal interviews are not offered. Members of the Cornell Alumni Admissions Ambassadors Network (CAAAN) try to meet with many prospective students

after the application is submitted. If you receive a call from a member of this organization, consider this an opportunity to have a Cornell representative get to know you better. It also gives you a chance to ask any questions you may have about the University. These discussions are designed to help students get a better feel for Cornell, and they do not play a major role in the admissions process.

A staff member from the ILR Admissions Office may contact a student through email or phone if there is a section of the application that was not fully completed, or if there is additional information that they believe will assist the Admissions Committee when reviewing the application. If you hear that one student was contacted by a staff member or a CAAAN member, but you have not, please note that this does not imply anything about the specific chances of any particular applicant.

Application Tips

Before submitting your application, we encourage all students to:

1. Review the [ILR Curriculum and Sample Electives](#) document to see some of the ways students tailor our program to their interests and [course descriptions from the current semester](#) to see the full range of topics covered throughout the school.
2. Explore the [student spotlights](#) to learn more about the unique classes, internships, volunteer and international opportunities that our students pursue.
3. Review information on [careers from ILR](#).
4. If possible, [attend the ILR information session](#).

Financial Aid

The University is committed to helping students and their families find ways to afford and finance a Cornell education. Our policies reflect our commitment to providing need-based aid.

If you would like to apply for aid, use our financial aid calculator, or learn more about the current cost to attend Cornell, please review the [financial aid website](#).

Mailing Instructions

Transfer application materials, including HS and College Transcripts, additional references, and the Mid-Term and College Reports, can be mailed to:

Undergraduate Admissions Office
Attention: Transfer Processor
Cornell University
349 Pine Tree Road
Ithaca, NY 14850-2899

Note: When mailing materials to Cornell, please write "Transfer Application" on the envelope. Also, please make sure that your name, home address, and date of birth are included in any additional materials submitted.

The Mid-Term Report can also be submitted using the Application Status Page Supplement Uploader, which you will gain access to after submitting your application.

If you have any additional questions about the ILR School or the transfer process, please contact:

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