Guidelines for Transfer Applicants

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 colleges and universities across the country. Students come from two-year junior and community colleges, as well as four-year institutions. Admitted students will typically have between two and four semesters of credits, and they often have a wide range of experiences. 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 ILR to email our office when planning their schedule so we can help you select courses to fill our transfer requirements.

Cornell Credits Required

At least 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. 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, Switzerland, Australia or other domestic or international areas. The ability to participate in these programs depends on how many credits transfer to Cornell. When you participate in these programs, you remain registered in the ILR School and receive full credit for your approved course work or internship.

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

Ian will evaluate your credits and help you select additional courses that you can take to ensure that your application is as strong as possible.

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:

- One English Composition/Writing-Intensive course
- One introductory economics course: macroeconomics or microeconomics (microeconomics is strongly preferred)
- Your next appropriate level of math up to Statistics or Calculus (we strongly encourage taking Statistics, if possible)
- One course to fill either 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, Philosophy, or Western Civ.)

If you have completed the above requirements and wish to take more classes to prepare for ILR, it is best to try and fulfill the second economics, English Composition, and distribution requirements.

To maximize the number of free electives you will have if you transfer to ILR, you can also take foreign language, finance, 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:

- Two English Composition/Writing-Intensive course
- Two introductory economics course: macroeconomics and microeconomics
- Math up to Statistics or Calculus (we strongly encourage taking Statistics, if possible)
- One course to fill our Science & Technology distribution requirement (such as chemistry, biology, astronomy, physics, evolution, or other science class)
- One class to fill our Western Intellectual Tradition distribution requirement (such as American or European History, Philosophy, or Western Civ.)
- At least one course to fill ILR elective credits (this can be filled with foreign language, finance, 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 will likely ask that you complete any missing requirements during the summer or winter session before you enter ILR (particularly if you still need to complete one of our economics, English, or math requirements).

Whether you apply with the CA or UCA, you will need to select “Industrial and Labor Relations” as your college/school and your major, and you will have to complete two essays. The first essay must address your reasons for transferring to another institution. This is where you will want to explain your overall academic path, what has led you to study where and what you are studying, and why you believe transferring is the next appropriate step.

The second essay, the Cornell Supplement essay, is where you must address your specific interests in the ILR School. In order to have a competitive application, it is essential to show the Admissions Committee, through this essay in particular, that your interests fit well with the topics studied in our program. It is important for you to clearly articulate what issues you are passionate about, why, and why ILR is where you hope to continue learning about these topics, fields, causes, etc.

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

Once you review our curriculum, course descriptions, and student profiles, if you still have questions about our program, the topics explored at ILR, or whether or not you can pursue your academic or career interests through our program, please feel free to contact us at 607-255-2222.

**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 ask your college to follow the mailing instructions in this document to submit your transcript. If your college 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.

**Academic Evaluation (CA) or Professor Recommendation (UCA)**

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 is typically the last component of the application that is submitted. It must 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.

Please email the completed Mid-Term report to undergradapp@cornell.edu, Subject: Transfer Mid-Term Report.

**Application Tips**

Before submitting your application, we encourage all students to:

1. Review the ILR curriculum and course descriptions to learn more about how our program works and the topics explored throughout the school. If you have any questions about our curriculum, courses, or how ILR can be used to pursue your interests, please contact us at 607-255-2222.

2. Explore the student spotlights available on our admissions website.

3. Review information on careers from ILR.

4. If possible, attend an ILR information session and visit classes.
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.

Mailing Instructions

Transfer application materials not submitted through the CA or UCA websites can be submitted online or mailed to:

Transfer Admissions
Cornell University
Application Processing Center
East Hill Plaza
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.

Financial Aid

Two important things to understand about financial aid at Cornell are:

• All admissions decisions are made on a need-blind basis. Neither your family’s financial situation nor your own has any bearing on our decision to admit you.

• We award financial aid on the basis of demonstrated need. Cornell does not offer merit or athletic scholarships.

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. Here are a few of the highlights:

• Need-based loans are capped or eliminated for students from families meeting annual income guidelines.

• Students with total family income of less than $60,000, and total assets of less than $100,000, will have no parent contribution.

• Cornell will match the family contribution components and lower loan level of other Ivy League schools and will also strive to match the family contribution components and lower loan level offers from Stanford, Duke, and MIT.

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.

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

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