

Instructions for Transfer Candidates



BROWN

Admission Office
Brown University
Box 1876
45 Prospect Street
Providence, RI 02912

In recent years, approximately 700–1,000 applicants annually have presented credentials for transfer application to Brown. Although other admission literature and application materials can answer many of the questions you may have, these Instructions directly address questions about transfer admission procedures.



ELIGIBILITY: To be eligible for transfer application you must have completed at least one full year of college study (or its equivalent) before your planned matriculation at Brown. Both part- and full-time students at accredited two- and four-year colleges may seek transfer admission consideration. Students who are enrolled in a dual degree program or an early college credit program should contact the admission office before submitting an application. Because Brown faculty regulations require degree candidates to complete a minimum of two years in residence and in full-time study at The College, students with more than two years of college credit are discouraged from making a transfer application. Although there is no limitation on the number of times you may file a transfer application, previously unsuccessful transfer candidates should be aware that competition for transfer places is consistent and that chances for acceptance upon re-application are small.

CREDENTIALS REQUIRED: Transfer candidates must present Forms 1, 1A, 2A, and 3 of the standard “Transfer Application to The College”. In addition, students must submit results of the SAT Reasoning Test and any two SAT Subject Tests. [ACT (with the Writing Test) results may be substituted.] Transfer candidates must also file two letters of recommendation from college instructors (preferably on college stationery) and a letter from college authorities indicating that they are currently students in good standing. Last but not least, an official copy of your current college transcript and a list of courses in progress is needed to complete your file.

SUPPLEMENTARY MATERIALS: Supplementary application materials such as music tapes, art slides and/or writing samples should not be submitted; they are not required and will not be reviewed.

DEADLINES AND DATES OF ENTRY: Transfer students may enter Brown in either the first (September) or second (January) semester. Candidates for entry in either semester should initiate their applications no later than March 1 by submitting Forms 1, 1A, 2A, and 3, test scores, letters of recommendation, college transcript, and the \$70 non-refundable application fee. We encourage you to complete the paper application forms rather than the downloaded version so that your file becomes ready for review in a timely manner. Although you may indicate on the application Form 1 a preferred date of entry, it will not always be possible for the Board of Admission to grant admission for the semester you have designated; historically, more transfer spaces have been available in the spring semester.

ADMISSION STANDARDS: With application acceptance ratios averaging one in five in recent years, it is clear that competition for transfer places at Brown is intense. All credentials requested by the Board have a bearing on the eventual admission decision but no specific weight is accorded any particular credential, and no cut-offs with respect to grade point average, rank in class, or test scores are employed.

The Board attempts to evaluate each application on its own merits. You should take care in the preparation of your application to provide a personal statement which represents you as completely and honestly as possible and to secure letters of recommendation from instructors who can provide more than a cursory summary of your work.

Brown seeks students whose records have demonstrated academic promise and personal growth. Although we cannot offer admission to every applicant, you can be assured that the Board will devote as much attention to evaluating your file as you have given to preparing it.

FINANCIAL AID: Financial aid for transfer applicants is limited. In order for an applicant to be considered for available funds, each candidate for financial aid must check “yes” to the Financial Aid question on Form 1 of the admission application and complete the appropriate application forms by the requisite deadlines. Notification of any financial aid awards will be included with your acceptance letter. Financial aid is renewable during the undergraduate years assuming eligibility continues; students must reapply for financial aid each year, meeting all published deadlines. Students who feel that they may require financial assistance during their time at Brown should apply for financial aid when they make their initial application for transfer admission; only a dramatic change in the family’s financial circumstances will merit consideration of a request for financial assistance after matriculation. Please visit the Office of Financial Aid web

site at www.financialaid.brown.edu for more information regarding financial aid at Brown.

NOTIFICATION: The Board of Admission’s decision on your application will be sent in the middle of May. Incomplete applications cannot be evaluated; it will be your responsibility to ensure that each required credential is filed by the appropriate deadline. We shall, however, try to notify you in time to complete your file if any item is missing. A checklist of required credentials appears on the reverse side of this page.

FORCED COMMITMENTS: You may find that you must commit to another college before Brown’s notification date. **Should you find yourself in need of a decision before May 15, please contact the Admission Office directly by mail. Your letter should reach us at least two weeks prior to the commitment deadline you must meet and must be accompanied by a photocopy of the official notification of admission and any financial aid offer you have received.** If your application at Brown is complete for evaluation, the Board of Admission will make its best efforts to inform you directly of your admission status at Brown.

RESUMED UNDERGRADUATE EDUCATION PROGRAM: The College administers a separate admission program for candidates who either will have reached their 25th birthday or will have interrupted their college education for five or more years by their date of entrance. Resumed Education students are fully matriculated candidates for the baccalaureate degree and may elect either a part-time or full-time course of study. For further information and application materials, please write directly to: The Resumed Undergraduate Education Program, Box 1876, Brown University, Providence, Rhode Island 02912.

TRANSFER CREDIT: Although the formal granting of transfer credit can only take place after a student has arrived at Brown and begun classes, the University will provide a “Transfer Credit Estimate” to students who have been accepted for transfer admission. This estimate is based on the most current transcript available to the Admission Office at the time of evaluation, and should not be interpreted as final or binding in any way. Students who decide to matriculate at Brown should bring with them fully up-to-date transcripts of their previous work, a completed Transfer Credit Worksheet (provided in the mail along with the matriculation materials), and a catalog from their previous institution. The following guidelines are used in determining transfer credit:

Most courses taken at **accredited, degree-granting institutions, in standard disciplines of the arts and sciences**, are eligible for Brown transfer credit. Courses in professional or career-oriented programs (e.g., schools of business, nursing, forestry) are generally not acceptable for transfer credit. Courses taken at nonaccredited institutions are not acceptable for transfer credit.

To be transferable, a course must be completed with a **grade of “C” or better**. (A Pass/Fail grade is acceptable if it is clear that “Pass” is equivalent to at least a “C” grade at that institution.)

There is a faculty rule **prohibiting transfer credit for summer school courses**. However, courses taken in the summer which are offered in a regular year-round trimester or quarter system do not fall under this rule, and follow the standard procedures for transfer credit. Summer trimesters or quarters in a year-round system must be equal in duration to the other units of the academic year.

Academic requirements and tuition requirements for the baccalaureate degree are based on the norm of 32 courses, four courses in each of eight semesters. **The minimum academic and tuition requirement is eight full-time semesters, or the equivalent as determined through transfer credits. Transfers must satisfactorily complete a minimum of 15 courses at Brown and spend at least four semesters in residence.**

To determine equivalent semester course credits at Brown, the credit system of the other institution must be converted to Brown’s credit system; it is not simply a course for course arrangement. **Brown courses are the equivalent of four semester hours or six quarter hours.** If you take a course that carries less than these amounts, it may be combined with other courses to equal one Brown course.

Class standing (freshman, sophomore, etc.) is determined by the number of semesters of advanced standing gained through transfer credit and/or AP credits. Students who are granted Brown course credits for work completed at another college or university prior to enrollment at Brown, or for Advanced Placement results, will be granted advanced standing and tuition credit according to the following schedule:

<i>Brown Semester Course Credits</i>	<i>Advanced Standing and Tuition Credit</i>
3-6	1 semester
7-10	2 semesters
11-14	3 semesters
15	4 semesters

The **maximum allowable number of transfer credits is 15**, and students applying transfer credits towards completion of the requirements for their Brown baccalaureate degree must complete successfully **at least 15 courses and four full-time semesters of course work at Brown**. Courses taken at more than one institution before matriculation at Brown may be combined to determine tuition and academic credit; however, courses taken before matriculation at Brown may not be combined with courses taken after matriculation to determine advanced standing or tuition credit.

Study away from Brown, including foreign study, shall not be considered as part of the two-year residency. Students in the Resumed Undergraduate Education Program must complete satisfactorily a minimum of 15 courses at Brown and be in residence no less than four semesters. Resumed Undergraduate Education students may study either on a part- or full-time basis.

The number and selection of transfer credits applied to a student's concentration are through negotiation with and at the discretion of the department concerned. Questions concerning the application of your present courses toward the Brown concentration may be addressed to the appropriate department prior to filing a transfer application.

Brown course offerings are fully described in the University Catalog which can be obtained by writing to the Registrar, Box K, Brown University, Providence, Rhode Island 02912.

TRANSFER TO THE FIVE-YEAR Sc.B. AND A.B. DEGREE PROGRAM: All procedures outlined in this section are applicable to the transfer applicant interested in pursuing both the A.B. and Sc.B. degrees. A few specific points of importance to transfer applicants considering this combined degrees program are listed below:

1. Eligibility for the two degrees requires a minimum of 38 courses passed while simultaneously satisfying specific degree program requirements.
2. Transfer credits will be granted as described above.
3. A minimum of three years of full-time study must be satisfactorily completed at Brown.
4. The student must declare intent to participate in this program by filing with the Registrar a formal application approved by the appropriate dean no later than the student's third semester at Brown.

TRANSFER ADMISSION TO THE PROGRAM IN LIBERAL MEDICAL EDUCATION: No student can be considered for transfer to the undergraduate years of the Program in Liberal Medical Education.

HOUSING REQUIREMENTS: With the exception of Resumed Undergraduate Education Program students, married students, and local students living with their families, all transfer students are required to live in University residences unless excused by the Director of Residential Life under policies and procedure established by the Dean of Student Life.

TUITION REQUIREMENTS: The tuition requirement for a baccalaureate degree is 32 tuition units; for the combined degrees of A.B. and Sc.B., the minimum tuition requirement is 40 tuition units. A tuition unit is defined as one-eighth of the annual tuition.

Candidates for a baccalaureate degree are eligible to take 30 to 40 courses for the required 32 tuition units, provided the courses in excess of 32 are taken over and above the normal load of eight in any year. In a comparable manner, candidates in the combined degree program are eligible to take 38 to 50 courses for the required 40 tuition units, provided the courses in excess of 40 are taken over and above the normal load of eight in any year. A course is considered to be taken if it is not dropped prior to mid-semester, regardless of whether or not credit is earned for the course.

TRANSFER CREDENTIALS CHECKLIST	DEADLINES
Application Forms 1 & 1A: Complete and return these forms in the envelope enclosed in the application materials. Your \$70 application fee (or fee waiver request) must accompany this form.	March 1
Secondary School Report (Form 2A): The guidance officer, advisor, or headmaster of the secondary school from which you graduated must complete this form.	March 1
Personal Statement (Form 3): Applicants are advised to use this form to articulate their college experience to date and their reasons for seeking transfer admission to Brown.	March 1
College Entrance Examination Board (CEEB) or ACT Test: You should forward to the Admission Office the results of any standardized testing you have taken, along with your Secondary School Report. Students who did not take any standardized tests as part of their application process to their current college must request a waiver in writing, keeping in mind that this may be detrimental to their chances of admission.	March 1
College Transcript: Official transcript(s) and final grades from all previous college coursework, in addition to an official transcript showing courses in progress must be provided by the appropriate deadline. If necessary, an interim unofficial transcript of current work may be submitted; however, a final and official transcript will still be required.	March 1
College Instructor's Recommendation: You should ask at least two of your present or former college instructors to write, on official stationery, directly to the Admission Office. If you plan on pursuing an Sc.B. degree, we recommend that you ask a science or math instructor to be one of your choices.	March 1
Dean's Recommendation: The Dean of your present college should write, on official stationery, directly to the Admission Office to indicate that you are a student in good standing.	March 1
College Scholarship Service (CSS) PROFILE Registration Form: request this form from the Office of Financial Aid (or at www.collegeboard.com : click on the PROFILE icon) and submit to CSS.	Before February 1
CSS will then send you a customized PROFILE Application Form (or you can choose to complete it online) which all candidates for financial assistance must complete and submit to CSS.	March 1 to CSS
Financial Aid Transcript: Usually it is unnecessary to submit this form because data on your Student Aid Report provides the necessary information. If there is a problem, we will notify you to request a transcript from your college 's or university's financial aid office, even if you never applied for or were denied financial assistance.	
Free Application for Federal Student Aid: Obtain this form at your college's or university's Financial Aid Office. Submit with Brown's code, 003401.	March 1