

TRANSFER GUIDE TO APPLYING TO BROWN

Dear Prospective Transfer Student,

We are very pleased that you are considering Brown and hope that you will decide to apply. The following sections are designed to help guide you through the process. Brown is a member of the consortium of colleges that accepts the Common Application. Candidates for admission to Brown submit the relevant transfer Common Application forms along with the Brown Transfer Supplement to the Common Application. All of the application forms are available online, and we highly recommend that you submit both the Common Application and the Brown Supplement via the Web.

We suggest that you read this *Transfer Guide to Applying to Brown* before beginning your application. When you are ready, you can go to the [Common Application](#) site, select “Brown University” for your “My Colleges” list, and then follow the instructions for completing and submitting forms. Please note that the Common Application is designed to simplify the process of applying to more than one college; you will find that the content of its forms is broad and includes elements that may not pertain to all of the colleges that are of interest to you, including Brown. There are also certain Common Application forms that are not required as part of your Brown application. You should refer to this Guide for specific details about Brown’s application requirements.

If you have questions that are not answered here or elsewhere on the Brown University Web site, we encourage you to contact us via [email](#) or by calling 401.863.2378.

Thank you for your interest in Brown. We look forward to reading your application.

Best wishes,
James Miller
Dean of Admission

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COMPONENTS OF THE APPLICATION

You will find below the essential components of an application for admission to Brown. A brief description accompanies each item, but you should also refer to the Application Timeline and the Question and Answer sections of these instructions. We hope the Tips on Applying will help you with this work. If you are studying outside the United States or have been home-schooled, you should refer to the Questions and Answers prepared especially for you.

Brown Transfer Application: Supplement to the Common Application

This supplementary form provides information that we find helpful in considering your application to Brown in particular. *It must be submitted before we can start an application file for you.* We suggest that you read the entire form before beginning your work. Because the Supplement complements the Common Application, you would be wise to review that form, too.

The Supplement can be submitted online, which is the preferred method, but you may also print out and mail the form if you wish.

Common Application – 2008-09 Transfer Application

This form must be submitted in addition to the Supplement. The Common Application can be submitted online, which is the preferred method, but you may also print out and mail the form if you wish.

The Common Application serves as a general application to a large number and range of colleges, so it contains questions and requests information that may not be applicable to all institutions. For instance, you will see in the *Future Plans* section of the form options for indicating intention to apply for merit-based scholarships (Brown's financial aid is based entirely on need), and desire to live in college housing (Brown transfer students must live in residence halls unless excused by the Director of Residential Life under policies established by the Dean of Student Life), and we only have full-time students who intend to earn a degree. Please be aware that the Common Application forms may contain items like these which are not directly relevant to Brown.

Common Application College Official's Report and College Transcript

This form must be completed by a dean or other college official who has access to your academic record and your disciplinary record. You should download and print the form, present it to the college official, and ask that it be mailed to the Brown Admission Office. It is not possible to submit this form online.

An official transcript of your college academic record is also required and must be sent to the Admission Office directly from your college. The transcript should show any courses in progress. If necessary, an interim unofficial transcript of current work may be submitted, but a final, official transcript will be required at the end of the academic year.

Note: if you have attended more than one college, you must also request a College Official's Report and official transcript from your previous school(s).

Common Application College Instructor Evaluations (Two)

You should select two of your present or former college instructors to complete recommendations for you. You should download and print the form, present it to your instructor, and ask that it be mailed to the Brown Admission Office. It is not possible to submit this form online.

Note: if you are considering the Sc.B. degree, at least one of your recommendations should come from a math or science instructor.

Common Application Secondary School Report and High School Transcript

This form must be completed by the guidance counselor or other appropriate school official of the secondary school from which you graduated. *This form can be found on the page of Common Application downloadable forms in **the First-Year Application Packet**.* An official transcript of your complete high school academic record is also required and must be sent to the Admission Office directly from your school.

Note: if you have attended more than one high school, you must also request a Secondary School Report and official transcript from your previous school(s).

Standardized Test Results

We require the following test results for a complete application to Brown:

SAT Reasoning Test and any *two* SAT Subject Tests

Or

ACT (with writing segment) The ACT can be used as a substitute for both the SAT Reasoning and Subject Tests.

You must have official test results sent directly to Brown from either the College Board, which administers the SAT, or the American College Testing Program, which administers the ACT.

Note: You should provide us with official test results by listing Brown as one of your college choices when you take the test or by contacting the testing agency and requesting that the results are sent directly to us. To have scores sent to Brown you will need our institutional code numbers:

For the SAT, Brown's code number is 3094
For the ACT, Brown's code number is 3800

Students who did not take any standardized tests as part of the application process prior to enrolling in their current college may request a waiver (in writing) to the testing requirement. However, you should be aware that the absence of SAT or ACT results may leave a gap in the information, compared to that we will have for other applications.

International applicants or students whose first language is not English should take the Test of English as a Foreign Language (TOEFL) and arrange for Brown to receive official results.

Financial Aid Application

Financial aid for transfer students is limited, but we do our best to meet need when possible. In order to apply for financial assistance, you must submit the College Scholarship Service (CSS) PROFILE form and the Free Application for Scholarship Aid (FAFSA) application by the requisite deadlines. You must also check “yes” to the question on the Common Application that asks whether you intend to apply for financial aid.

For detailed information about financial aid at Brown, please visit the Undergraduate Financial Aid Web site.

Application Fee

A processing fee of \$70 is required at the time you submit your application. You may use a credit card for an online transaction, or you may send a check or money order to the Admission Office. If the fee will present a considerable financial hardship for you and your family, you may ask a college official to submit a *Fee Waiver Request* at the time you apply for admission.

International Students

The application process is the same for students regardless of citizenship or the location of the schools from which they are applying. However, if your university or secondary school is outside the United States, we ask that you provide all the relevant credentials and documentation that would be required for admission to university in your home country.

Also, please note that international applicants or students whose first language is not English should take the Test of English as a Foreign Language (TOEFL) and arrange for Brown to receive official results. More information for international applicants can be found in the *Questions You May Have* section of these application instructions.

APPLYING OPTIONS

Semester of Desired Entrance

Brown offers transfer applicants the opportunity to express preference for admission for either the fall or spring terms. Please indicate your preference clearly on both the Common Application and the Brown Transfer Supplement to the Common Application. There is a limited number of spaces available each semester, so it is not always possible to accommodate applicants' preferences. You may indicate your willingness to be considered for the alternate semester if we are not able to admit you for your semester of choice.

You are also asked to indicate your desired level of academic standing at entrance, either sophomore or junior. Official standing will be determined based on an evaluation of transferable credit by the Office of the Dean of the College at Brown. You can find more details about our credit policies in the Transfer Credit section of this Guide.

Program in Liberal Medical Education and Brown-RISD Dual Degree Program

Because of the limited number of spaces available for undergraduates, transfer students are not eligible to be considered for enrollment in the Program in Liberal Medical Education or the Brown-RISD Dual Degree Program.

Degree Programs and Academic Fields

It is helpful to us to know about your current thoughts regarding your academic plans. On the Brown Supplement we ask you to indicate whether you expect to pursue the Bachelor of Arts degree (A.B.) or the Bachelor of Science degree (Sc.B.). We also request that you tell us your top choices of academic fields—as far as you know at the time you apply. This information is used to give us a sense of your academic inclinations only. We do not attempt to regulate the number of admission offers according to “quotas” for degree programs or academic fields of concentration.

Please refer to the tables which contain a listing of the fields of concentration within the two degree programs. If you are submitting a paper version of the application, please use the codes indicated for the degree programs and concentrations to complete the appropriate section in the Brown Supplement.

Concentration	Concentration Code	Degree
Africana Studies	AFRI	Bachelor of Arts (A.B.)
American Civilization	AMCV	Bachelor of Arts (A.B.)
Ancient Studies	ANCT	Bachelor of Arts (A.B.)
Anthropology	ANTH	Bachelor of Arts (A.B.)
Applied Mathematics	APMA	Bachelor of Arts (A.B.)
Applied Mathematics	APMA	Bachelor of Science (Sc.B.)
Archeology & Ancient World	ARAN	Bachelor of Arts (A.B.)
Architectural Studies	ARCH	Bachelor of Arts (A.B.)
Biochemistry	BCHM	Bachelor of Science (Sc.B.)

Biology	BIOL	Bachelor of Arts (A.B.)
Biology	BIOL	Bachelor of Science (Sc.B.)
Biophysics	BIOP	Bachelor of Science (Sc.B.)
Chemical Physics	CHPH	Bachelor of Science (Sc.B.)
Chemistry	CHEM	Bachelor of Arts (A.B.)
Chemistry	CHEM	Bachelor of Science (Sc.B.)
Classics	CLAS	Bachelor of Arts (A.B.)
Cognitive Neuroscience	COGN	Bachelor of Science (Sc.B.)
Cognitive Science	COGS	Bachelor of Arts (A.B.)
Cognitive Science	COGS	Bachelor of Science (Sc.B.)
Commerce Organizations and Entrepreneurship	COE	Bachelor of Arts (A.B.)
Community Health	COMH	Bachelor of Arts (A.B.)
Comparative Literature	COLT	Bachelor of Arts (A.B.)
Computational Biology	CSBI	Bachelor of Science (Sc.B.)
Computer Science	COMP	Bachelor of Arts (A.B.)
Computer Science	COMP	Bachelor of Science (Sc.B.)
Development Studies	DEVL	Bachelor of Arts (A.B.)
East Asian Studies	EAST	Bachelor of Arts (A.B.)
Economics	ECON	Bachelor of Arts (A.B.)
Education	EDUC	Bachelor of Arts (A.B.)
Egyptology	EGYT	Bachelor of Arts (A.B.)
Engineering	ENGN	Bachelor of Arts (A.B.)

Engineering (with concentration in Biomedical, Chemical, Civil, Computer, Electrical, Materials, Mechanical)	ENGN	Bachelor of Science (Sc.B.)
English	ENGL	Bachelor of Arts (A.B.)
Environmental Sciences	EVSC	Bachelor of Science (Sc.B.)
Environmental Studies	EVST	Bachelor of Arts (A.B.)
Ethnic Studies	ETHS	Bachelor of Arts (A.B.)
French Studies	FRCL	Bachelor of Arts (A.B.)
Gender & Sexuality Studies	GNSS	Bachelor of Arts (A.B.)
Geological Sciences	GEOL	Bachelor of Science (Sc.B.)
Geology	GEOL	Bachelor of Arts (A.B.)
German Studies	GMST	Bachelor of Arts (A.B.)
Hispanic Studies	HSLC	Bachelor of Arts (A.B.)
History	HIST	Bachelor of Arts (A.B.)
History of Art and Architecture	HIAA	Bachelor of Arts (A.B.)
Human Biology	BIOA	Bachelor of Arts (A.B.)
Human Biology	BIOA	Bachelor of Science (Sc.B.)
International Relations	INTL	Bachelor of Arts (A.B.)
Italian Studies	ITAL	Bachelor of Arts (A.B.)
Judaic Studies	JUDS	Bachelor of Arts (A.B.)

Late Antique Cultures	ANTQ	Bachelor of Arts (A.B.)
Latin American Studies	LAST	Bachelor of Arts (A.B.)
Linguistics	LING	Bachelor of Arts (A.B.)
Literary Arts	LITA	Bachelor of Arts (A.B.)
Marine Biology	MBIO	Bachelor of Science (Sc.B.)
Mathematics	MATH	Bachelor of Arts (A.B.)
Mathematics	MATH	Bachelor of Science (Sc.B.)
Medieval Cultures	MDVC	Bachelor of Arts (A.B.)
Middle Eastern Studies	MIDE	Bachelor of Arts (A.B.)
Modern Culture and Media	MCMD	Bachelor of Arts (A.B.)
Music	MUSC	Bachelor of Arts (A.B.)
Neuroscience	NEUR	Bachelor of Science (Sc.B.)
Philosophy	PHIL	Bachelor of Arts (A.B.)
Physics	PHYS	Bachelor of Arts (A.B.)
Physics	PHYS	Bachelor of Science (Sc.B.)
Political Science	POLS	Bachelor of Arts (A.B.)
Portuguese and Brazilian Studies	POBR	Bachelor of Arts (A.B.)
Psychology	PSYC	Bachelor of Arts (A.B.)
Psychology	PSYC	Bachelor of Science (Sc.B.)
Public Policy	PPAI	Bachelor of Arts (A.B.)
Religious Studies	RELS	Bachelor of Arts (A.B.)
Renaissance and Early Modern Studies	REMS	Bachelor of Arts (A.B.)

Russian Studies	RUSS	Bachelor of Arts (A.B.)
Science and Society	SCSO	Bachelor of Arts (A.B.)
Sociology	SOC	Bachelor of Arts (A.B.)
Sociology	SOC	Bachelor of Science (Sc.B.)
South Asian Studies	SAST	Bachelor of Arts (A.B.)
Statistics	STAT	Bachelor of Science (Sc.B.)
Theatre Arts	THTA	Bachelor of Arts (A.B.)
Undecided	UNDC	Bachelor of Arts (A.B.)
Undecided	UNDC	Bachelor of Science (Sc.B.)
Urban Studies	URBN	Bachelor of Arts (A.B.)
Visual Art	VISA	Bachelor of Arts (A.B.)

APPLICATION TIMELINE AND CHECKLIST

The deadline for all transfer application documents—with the exception of the CSS PROFILE financial aid form—is March 1. If you plan to apply for financial aid, the CSS PROFILE must be submitted before February 1. Please keep in mind that the deadline is the last day for submitting components of the application. While there is no specific advantage given to students who submit documents prior to deadlines, we urge you not to procrastinate. The sooner we receive all the components of your application, the sooner you can relax, knowing that we have all we need to consider you for admission!

Timeline

By March 1

***Brown Transfer Supplement to the Common Application**

This form initiates your application to Brown. You should submit it as soon as possible, but no later than the deadline and *prior* to submission of the Common Application.

***Common Application**

You should submit this form any time *after* you have submitted the Brown Supplement, but no later than the deadline.

***Application Fee (\$70) or Fee Waiver Request**

***Common Application College Instructor Evaluations (Two)**

Your instructors should submit these forms directly to Brown as soon as possible, but no later than the deadline. You should download and print the form, present it to the instructor, and ask that it be mailed to the Brown Admission Office.

It is not possible to submit this form online.

***Common Application College Official's Report and College Transcript**

This form must be completed by a dean or other college official who has access to your academic record and your disciplinary record. You should download and print the form, present it to the college official, and ask that it be mailed to the Brown Admission Office. It is not possible to submit this form online.

An official transcript of your college academic record is also required and must be sent to the Admission Office directly from your college. The transcript should show any courses in progress. If necessary, an interim unofficial transcript of current work may be submitted, but a final, official transcript will be required at the end of the academic year.

Note: if you have attended more than one college, you must also request a College Official's Report and official transcript from your previous school(s).

***Standardized Test Results**

You must have official test results sent directly to Brown from either the College Board (SAT) or the American College Testing Program (ACT) by the March 1 deadline.

***Common Application Secondary School Report**

Your high school guidance counselor, college advisor, or other appropriate school official should submit this form and an official copy of your academic transcript directly to Brown as soon as possible, but no later than the deadline. *This form can be found on the page of Common Application downloadable forms in the **First-Year Application Packet**.* An official transcript of your complete high school academic record is also required and must be sent to the Admission Office directly from your school.

Note: if you have attended more than one high school, you must also request a Secondary School Report and official transcript from your previous school(s).

Mid-May

Decision Notification

A decision letter will be mailed to you by mid-May. You will also be able to obtain the decision from our Web site. If you are admitted and have applied for financial aid, you will receive with the decision letter notice of any aid award for which you are eligible.

HOW TO APPLY AND KEEP TRACK OF YOUR APPLICATION

Applying Online

Online submission is the preferred method of applying. The Common Application Web site will guide you through all of the practical steps of applying. You might bookmark or print out these *Transfer Guide to Applying to Brown* pages for additional information about applying to Brown in particular. So that we can open an application file for you, we must receive your Brown Supplement to the Common Application form *before* we receive your other Common Application forms, even if you submit them all within a very short period. Here are the basic online submission steps:

1. Submit the Brown Transfer Supplement to the Common Application as soon as possible, but before the March 1 deadline.
2. Submit the Common Application before the deadline.
3. Ask your dean or other college official, college instructors, and high school counselor to complete the College Official's Report, the College Instructor Evaluations, and the Secondary School Report forms before the deadline.
4. Arrange to have official SAT or ACT results sent to Brown.

Technical Notes about Applying Online

Here are some important notes about completing the essay and short answer portions of the online application:

-The essay can be uploaded into your application, but the file cannot exceed 500 KB in size and should be in .doc, .wpd, .rtf, .xls, .pdf, or .txt format.

-MS Office 2007 XML formats (e.g., .docx) are not supported. Please use the "Save as 97-2003 Document" option to create a compatible format.

-For Macintosh users, please note that the filename must include the appropriate three-letter extension.

-Please do not attempt to upload a document that is password-protected or that contains macros.

Should you encounter technical or logistical difficulties while completing the online application, please first refer to the "commonly asked questions" about online submission at the Common Application site. If you are unable to find the answer you need, you can use the *Help* link on the Common Application Web pages to contact the Common Application technical support team.

Applying by Mail

If it is inconvenient for you to apply online, you may instead download and print the forms, which you will find here. *Please ask your college recommenders to attach the appropriate Common Application forms to their letters of reference even if they choose not to use the questions and rating scales on the forms.* This will expedite our ability to match the paper submissions with your application file. Be sure to fill in the important information on the front of each form.

Completed forms should be mailed to:

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

If you have questions about the *content* of our application and are unable to find answers within these instruction pages or elsewhere at the Brown Web site, please call us at 401.863.2378 during our regular office hours, or [email us](#) at any time.

Keeping Track of Your Application

We want you to be able to easily check on the progress of your application submissions, so there is a secure and private [Application Summary](#) page on our Web site that will allow you to:

- track the status of your application
- check whether all required documents and test scores have been received
- update your contact information

In order to use this online tracking feature, you will need your own Brown username and password, which we will send to you via email after you submit the Brown University Supplement to the Common Application (this administrative process takes some time, so it may be a week or more before you receive your username and password). You will use your assigned username and password to log on to the Web pages containing the document tracking information. Please note that this login information is *different* from the username and password created for access to your forms on the Common Application site. (The tracking site is available to all candidates, whether they have applied online or have submitted paper forms.)

TIPS ON APPLYING

We have included here some advice that you may find helpful as you engage in the application process.

Read the application instructions and each of the forms in their entirety before you begin. This will help you gather the information you need in an efficient way and avoid mistakes. It may also help you organize your thoughts in such a way as to present a full and coherent picture of who you are.

Don't be alarmed if you receive notice that an application item has not been received. There is always plenty of time to have, say, a duplicate recommendation or transcript sent. Almost all of the tens of thousands of documents (for both transfer and freshman candidates) we receive each year make it to the applicants' files safely, but if your application is temporarily incomplete because of a missing item, rest assured that you will not be at a disadvantage. Simply provide the document needed as quickly as you

can. It is better to send a duplicate than to worry and speculate as to why it had not yet arrived at its destination.

Keep in mind that it takes time for documents to be received, recorded, and added to your admission file. Even online submissions may take several days before they can be recorded on our tracking system, especially near the deadline. Allow plenty of time before you become concerned that an item does not appear as “received” on the online system.

Make copies of every portion of your application, and ask your recommenders to keep copies of their forms and letters. This will make it easier for you to provide duplicates in the event that the original item becomes lost.

If you have questions about admission or financial aid (or the process of applying) that are not answered within these pages, you can refer to the [Brown Admission Web](#) site or the [Undergraduate Financial Aid Web](#) site.

As you work on the Common Application and the Brown Transfer Supplement, you may wish to know more about various academic or nonacademic aspects of the University that will help you complete your application more effectively. You can refer to our printed publications or go to the [Brown University Web](#) site.

QUESTIONS YOU MAY HAVE—and our best answers!

May I receive Brown’s decision before the mid-May notification period if another college to which I have applied and been admitted requires an early commitment?

Should you find yourself in need of a decision before May 15, you may make a request in writing to the Admission Office—at least two weeks prior to the commitment deadline you are asked to meet. The letter must be accompanied by a photocopy of the official notification of admission and any financial aid offer you have received. If your application to Brown is complete, we will make our best effort to inform you of your admission status before your commitment deadline to the other institution.

Are there exceptions to the requirement for transfer students to live on campus?

With the exception of married students and local residents living with their families, all transfer students are required to live in University residences unless excused by the Director of Residential Life under policies established by the Dean of Student Life.

If my secondary school academic performance is weaker compared to my college record, will I be at a disadvantage in the admission process?

We evaluate each application on its own merits, taking into account a student’s academic history, including the secondary school record. However, our goal is to determine your promise for success at Brown, and if your most recent work indicates such promise, we may be able to discount a more modest secondary school performance.

What is the best way for me to anticipate how much transfer credit I will receive if I am admitted to Brown?

Although the formal granting of transfer credit can only take place after a student has enrolled at Brown, the University will provide a “Transfer Credit Estimate” to students who have been accepted for transfer admission. (Please see the section in this *Guide to Applying* for more details about transfer credit.)

Am I eligible to participate in Brown’s Program in Liberal Medical Education or in the Brown-RISD Dual Degree Program?

No. Because of the limited number of spaces available for undergraduates, transfer students are not eligible to be considered for enrollment in the Program in Liberal Medical Education or the Brown-RISD Dual Degree Program.

Is there a wait-list for transfer applicants who are not admitted in May to Brown?

Yes, a small number of applicants will be invited to join a waiting list. Once we have all the responses from those admitted in May, we may be able to offer admission to some wait-listed students if there are any spaces remaining for either semester of entry. It is not possible for us to predict how many spaces might be available.

If I am admitted to Brown, may I defer entrance to the next academic year?

No, it is not possible to defer, but should you still wish to attend Brown, you would be welcome to reapply.

If I am admitted to Brown, but not to my preferred semester of entry, may I be considered for a change in entry semester if spaces become available?

You may write to us to request a change in your semester of entry, but please be aware that it tends to be very difficult for us to accommodate such requests, due to Brown’s wish to keep the number of matriculated undergraduates at an optimal level.

What is the most important part of the application?

Every component of the application, from the transcript to the recommendations and from the essays to the short responses, helps us piece together a candidate’s story. Because we believe it is the best forecast of what kind of Brown student you will be, what you have *done* as a college and high school student will have the most influence on our admission decision. In that regard, the transcript showing your courses and your performance in them is a key source of information, but no single part of the application can tell a complete story. That is why we read each student’s application file from cover to cover.

What kinds of awards or distinctions should I include in my application?

You should include those achievements of which you are particularly proud or help demonstrate the depth or breadth of your talents and interests. Keep in mind that a judiciously selected sampling may make a stronger impression than an exhaustive list. For academic awards, you should include enough detail so that we will understand the context of your accomplishment. For example, if you have won a poetry contest or

placed high in a math competition, let us know at least in general terms the number of entrants or competitors and whether your award is an individual or “team” achievement. You would not need to provide descriptions for common extracurricular recognitions, such as first chair of the orchestra, science club officer, sports team captain, or yearbook editor, but do note your title or role. If the activity or achievement is likely less familiar to those outside your community, you may wish to include a brief explanation. We understand that college students may have a more limited, or at least focused, array of extracurricular involvements.

May I submit examples of my academic work?

For the overwhelming majority of applicants, your academic records and the support of your recommenders will provide all the information we need, but you may choose to submit, for example, an abstract describing a science or math research project for which you have been recognized. Talented creative writers might send a few carefully selected pieces (or excerpts). As a general rule, though, keep in mind that we favor *quality* over *quantity* in an application—extra “stuff” can sometimes be a distraction!

May I submit supplemental materials to demonstrate special nonacademic talents?

It is certainly not necessary or expected that you provide anything other than a thoughtfully completed application. If you have reached a high level of accomplishment in a particular area, such as music or art, you are generally advised to describe this talent within your application rather than to send music samples, art portfolios, or other materials.

Are performing arts auditions (music, dance, drama) required?

No. Our performing arts faculty do not offer auditions. However, you may make inquiries about the available opportunities for training and performing at Brown by contacting the departments of Music or Theatre, Speech, and Dance.

May I submit additional letters of recommendation?

In our experience, the required college official’s report and two instructor evaluations provide all we need to make a thoughtful, informed admission decision. Additional letters tend only to echo the observations we already have in hand, so we do not encourage you to seek out extra letters. If, however, someone has unique knowledge of your strengths or accomplishments that would not be addressed in the required recommendations, you are welcome to have another person write on your behalf. Keep in mind, though, that a *stack* of extra letters will almost never influence an admission officer in a positive way.

How do I submit standardized test results?

You will have the opportunity to indicate the colleges to which you would like SAT or ACT results sent at the time you take the tests. You should be sure to indicate that you wish Brown to receive official results. Students who did not take any standardized tests as part of the application process prior to enrolling in their current college may request a waiver (in writing) to the testing requirement. However, you should be aware that the

absence of SAT or ACT results may leave a gap in the information, compared to that we will have for other applications.

If my test results appear on my secondary school transcript, do I need to submit official results?

Yes. Before we make a final decision on your application, we must have your official test results.

Are both the SAT and ACT required?

No. We require the SAT Reasoning Test and two SAT Subject Tests *or* the ACT with the writing component. If you happen to submit the SAT and the ACT, we will consider both.

Does Brown prefer the SAT over the ACT or vice versa?

No.

Must I still submit SAT or ACT results if I did not take those tests as part of my freshman/first-year college application process?

Students who did not take any standardized tests as part of the application process prior to enrolling in their current college may request a waiver (in writing) to the testing requirement. However, you should be aware that the absence of SAT or ACT results may leave a gap in the information, compared to that we will have for other applications.

If I hope to play a varsity sport at Brown, how do I express that desire?

You should contact the coaching staff for the sport you wish to play. They can discuss with you the characteristics of the program and the ways you can demonstrate your potential for contributing to the team. You can find a listing of all of Brown's varsity athletic teams and their coaches [here](#).

Is the admission process different for prospective transfer students who wish to play varsity sports?

No. All students apply to Brown in exactly the same way and have the same application requirements and deadlines. Our athletic coaches will let us know which applicants have special athletic talent and would be welcome additions to their teams, but all admission decisions are made by the admission staff.

Does Brown use a formula to evaluate academic credentials?

No. There is no formula we can think of that would accurately capture the academic ability and qualities of thought that we value most.

Is there a minimum college grade average or class rank expectation for applicants?

No. However, we are fortunate to be able to select from among a group of students who tend to do exceptionally well, so there may be an illusion that only students with all "A's" are admitted. For one thing, grades at one college are not awarded in the same way

as they are in another college, so it does not make sense for us to be unduly focused on comparing applicants' grade averages.

Are there minimum standardized test requirements or expectations for applicants?

No. As with grades, we do receive many applications from students with high test scores, and do consider standardized test results in the context of all the other information we have about a candidate. Many of our applicants demonstrate strong academic potential in spite of relatively modest test scores.

How does Brown evaluate standardized tests?

We look at your test scores along with other information about your academic promise as we read your complete application. We do not attempt to assess test results in a formulaic way. If you have taken tests more than once, we concentrate on your highest scores. For the three components of the SAT, we focus on your best scores, regardless of the date you had taken the test (we do not calculate averages, nor do we look at the sum total of the components).

How does Brown evaluate my academic record?

The most important consideration in our determination of your academic potential at Brown is your classroom performance and preparedness in both high school and college. By "performance" we mean not only whether you have high grades, but how well you have been able to master certain skills associated with learning. For example, we review your instructor evaluations to get a sense of your curiosity, problem-solving abilities, openness to different points of view, ability to express yourself orally and in writing, work ethic—and a few dozen other qualities. By "preparedness" we mean the depth and breadth of the academic learning you have undertaken (both in the classroom and outside). We want to know the extent to which you have taken advantage of the courses available to you in your school, whether you have challenged yourself in advanced classes, or have stretched yourself with outside-of-school educational opportunities. We know that it is impossible to assess your talents and potential fully and perfectly, but we try to look well beyond a checklist of academic courses and the number of A's and B's earned along the way.

Are interviews with admission officers or alumni offered on campus or in my area?

Given the large number of candidates and our small staff, we are not able to conduct individual interviews for transfer applicants.

Does Brown limit the number of applicants who can be admitted from a college or geographic area in a given year?

No. We view our applicants as individuals, regardless of the number of candidates from a single college or area. We often hear rumors about "patterns" of admission for an individual school. Please trust us when we say that we never place a school limit on the number of students we might admit (nor do we guarantee that we will admit a minimum number of applicants!).

Do students with relatives who have attended Brown have an advantage in the admission process?

Brown takes into account the natural affinity for the University that often emerges among family members of our graduates. In particular, we will note when an applicant has a parent who has attended Brown. While such a relationship may be a consideration when it comes to choosing among equally strong candidates, the mere fact of being the son or daughter of Brown alumni does not assure admission to The College. Brown has a strong responsibility to create a new generation of successful college graduates.

Does Brown have admission quotas for any “category” of applicant?

No. It may be useful at times to *describe* a student population in terms of certain characteristics (for example, the number of men and women, potential engineers, Oklahomans, students of color, international citizens, home schoolers, and so on), but there are no quotas of any kind.

Brown values diversity—what does that mean in the admission process?

We look for applicants from throughout the world who are intelligent and highly motivated from all walks of life, backgrounds, interests, and cultural heritages.

The application asks whether I was suspended or expelled—would disciplinary action automatically disqualify me for admission to Brown?

No. However, we do ask for an explanation for any disciplinary action so that we can better understand the circumstances and your perceptions of any such action.

The Common Application College Official’s Report, Secondary School Report, and Instructor Evaluation Forms ask that I indicate whether I wish to waive my right to see the recommendation—does my choice have any consequences in the admission process?

It is your right to view such documents if you are admitted and ultimately enroll. You also have the choice to waive that right, which your recommenders might appreciate as a sign of trust, and we appreciate as an indication that the recommender is providing unfiltered observations.

How and when do I pay the application fee?

The application fee of \$70 is due at the time you submit your application. You may use a credit card by following the instructions on the online application or you may send a check payable to “Brown University” directly to the Admission Office.

Can the application fee be waived?

If the fee will present a considerable financial hardship for you and your family, you may ask your college official to submit a *Fee Waiver Request* at the time you apply for admission.

What if the Application Summary page on the Brown Admission Web site indicates that my application is incomplete and I am certain that the missing document(s) had been submitted?

You should immediately arrange to have a duplicate document sent to the Admission Office—in the case of paper documents, of course. It may be that an item was delayed or lost in the mail or even that your name was smudged on a form and we were unable to match the document with your file. Whatever the reason, you should take the safest option and simply send a duplicate copy.

May I call the admission office to check that items have been received?

We strongly prefer that you use our online Application Summary site to check whether items have been received and filed. With many thousands of documents and files, it is very difficult for us to stop and check for individual items. We understand that you might be anxious about your application, but please rest assured that we will not make a decision on your candidacy until we have all the components of your application. Please keep in mind, too, that it takes up to two weeks or more for mail to be opened, sorted, filed, and recorded in the days surrounding our application deadlines. That means you should not expect the Application Summary site to be updated instantly. Patience is a virtue!

What should I do if I have technical problems while working on the Common Application or when I submit the forms online?

Technical Support at the Common Application offers 24-hour support, seven days a week during the months from September through March. The team will assist with any difficulties you may be having with the online application, supplements, payments or forms. To reach them, click on the “Help” link, which appears in three places on every page of the Common App Online.

Especially for Students Applying from Outside the United States:

Is the admission process different for international applicants?

No. We do not use a different process or apply different standards based on the nationality of our candidates. (Please note, though, our policies regarding non-U.S. citizens and Permanent Residents who apply for financial aid. Also, students whose first language is not English should see comments below regarding the TOEFL exam.) All of the application requirements and deadlines are the same, regardless of students’ nationalities or in which country they are studying. However, we do take into account that many international applicants are studying in university or secondary school systems that may be quite different from the typical “American” model. We are familiar with the full range of foreign curricula and examinations and we are aware that other aspects of international students’ educational experiences may not match perfectly those of students studying in the United States. We do not attempt to “translate” foreign credentials into American credentials in any systematic fashion; instead, we consider applicants’ academic promise in the context of their own learning system.

How does Brown evaluate non-US credentials?

We are familiar with the various academic credentials, exams, and educational systems around the world. In cases where we may be less knowledgeable, we do some research to better understand the system. Though the credentials may be quite different from those

commonly used in the United States, we are still looking for the same evidence of academic ability and genuine interest in learning. Although we tend to admit those students who have achieved at what would be considered the highest levels in their own systems of education, we look well beyond the bare numerical results achieved in examinations and exam predictions.

Must I take the SAT if I have taken or will take other examinations in my own country?

Yes. The SAT (or the ACT) is the single measure that is consistent for all candidates, regardless of from where they are applying. It is worth noting that these tests are unlike most international exams in that they are not designed to measure knowledge gained by the conclusion of a specific course of study. Instead, they are intended to indicate students' accumulated general knowledge and thinking ability overall (e.g., SAT Reasoning) and in certain broad subject areas (e.g., SAT Subject Tests).

How would Brown view an SAT Subject Test in my native language? (e.g., French)

We place no specific requirements on your choice of Subject Tests, but you would be wise to take tests that will display your strengths in other areas. The SAT Subject Tests in languages are designed for students for whom a non-English subject is a *foreign* language. For you to do well in the Subject Test in your native language would not provide us with helpful information.

Does the TOEFL replace the SAT?

No. The tests have very different purposes.

Must I take the Test of English as a Foreign Language (TOEFL)?

You should take the TOEFL if English is not your native language, regardless of your citizenship. If your score on the SAT Reasoning test is 600 or above, it is not necessary to take the TOEFL.

Can tests be waived?

No. However, in countries where taking our required tests is impossible or presents a significant hardship, students may still apply, and we will evaluate the applications without the tests.

Must the application forms be completed in English?

Yes.

Will Brown accept letters of reference in languages other than English?

If one of your instructors is more comfortable writing to us in his or her native language, that is fine, but you will need to arrange to have another person (preferably a university official) provide a written English translation along with the original letter.

Can I pay my application fee in a currency other than the U.S. dollar?

No. We must receive the fee in U.S. currency. (Using a credit card is most convenient for that purpose.)

Can a non-U.S. citizen request a fee waiver?

Yes. The same conditions apply as they would for applicants who are U.S. citizens. (Please see information about fee waiver requests in the *Components of the Application* section and general *Questions You May Have* section.)

How will I be notified of the admission decision?

All applicants will receive notification by mail.

Are there quotas for international students?

No. We value the presence of international students in the Brown community, but we do not set targets or limits on the number of international students we might admit in any given year.

Is financial aid available to international students?

Brown meets full demonstrated need of all admitted students who have applied for financial aid. Financial aid for foreign citizens, however, is limited. If you wish to be considered for financial aid at any time during your enrollment at Brown, you should apply at the time of admission. All financial aid at Brown is awarded solely on the basis of financial need, which is determined annually by our analysis of applications submitted by students and their families.

International citizens who are not permanent residents should submit the *International Student Financial Aid Application* and the *International Student Certificate of Finances*. Canadian students should complete the *CSS/Financial Aid PROFILE* application. United States citizens and permanent residents living abroad should complete the *Free Application for Federal Student Aid (FAFSA)* and the *PROFILE*. All of these forms are available from the Office of Financial Aid. They must be returned to the Office of Financial Aid by February 1 of the year in which you wish to gain admission. Announcement of financial aid awards is made with admission decisions in May.

Especially for students who were Home-Schooled at the high school level:

Is the admission process different if I was home-schooled for my secondary education?

No. If you were home-schooled you may not be able to present some of the required documents in exactly the same format that would be provided by most traditional schools, but our process of evaluation is the same for all applicants.

Who should complete my Secondary School Report?

The Secondary School Report form should be completed by the persons most responsible for guiding your overall learning. In addition to the provided prompts, the Admission

Office would be interested to know why you and your family opted to pursue home schooling as an alternative to a more traditional public or private school education. We would also be interested to know what resources you and your family have used to craft the home-schooling curriculum and to know what degree of liberty you the applicant have had in guiding your own education.

What should I submit if I do not have a traditional high school transcript?

We need a detailed accounting of the entire curriculum undertaken as a home-schooled student. This includes a full listing of subjects covered and a syllabus of books and other learning resources used. If you took courses at a local college, high school or through a distance education program you will need to submit official transcripts from those sources to supplement your self-designed transcript.

What other information should I provide?

Testing requirements and recommendation requirements are the same for home schooled students as they are for any other applicant. That said, if you chose a home-school secondary education, we invite you to submit the results of additional SAT Subject Tests or AP tests and one additional letter of recommendation – but only if it is submitted by someone other than your parents, your immediate relatives or a tutor in the paid employ of your family.

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. 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 required degree candidates to complete a minimum of two years in residence and in full-time study at Brown, 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 apply, previously unsuccessful transfer candidates should be aware that competition for transfer places is consistently high and that chances for acceptance upon re-application tend to be small.

TRANSFER CREDIT

Although the formal granting of transfer credit can only take place after a student has enrolled at Brown, 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 with the matriculation materials), and a course 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.

To be transferrable, 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 that are offered in a regular year-round trimester or quarter system do not fall under this restriction, and follow the standard eligibility rules for transfer credit. Summer trimesters or quarters in a year-round system must be equal in duration to the other terms of the academic year.

Academic requirements and tuition requirements for the baccalaureate degree at Brown 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 by 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 institutions must be converted to Brown’s credit system; it is not simply a course for course arrangement. Brown courses are the equivalent of ours 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 Advanced Placement (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:

<u>Brown Semester Course Credits</u>	<u>Advanced Standing and Tuition Credit</u>
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 toward 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. Course 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, will not be considered as part of the two-year residency.

The number and selection of transfer credits applied to a student's concentration are through negotiation with and at the discretion of the academic 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.

TUITION REQUIREMENTS

The tuition requirement for a baccalaureate degree is 32 tuition units—or the equivalent as determined by transfer credits. For the combined degrees of A.B. and Sc.B., the minimum tuition requirement is 40 tuition units—or the equivalent as determined by transfer credits. 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 a credit is earned for the course.

USEFUL WEB SITES

Brown University <http://www.brown.edu/>

Brown Admission <http://www.brown.edu/Administration/Admission/>

Brown Financial Aid
<http://www.brown.edu/Administration/Admission/applyingtobrown/financialaid.html>

Brown Academics
<http://www.brown.edu/Administration/Admission/thebrowneeducation/>

Brown Student Life <http://www.brown.edu/Administration/Admission/studentlife/>

Common Application <https://www.commonapp.org/CommonApp/default.aspx>

Common Application forms

<https://www.commonapp.org/CommonApp/DownloadForms.aspx>

College Board (SAT) <http://www.collegeboard.com/>

American College Testing Program (ACT) <http://www.act.org/>

College Scholarship Service (CSS/Financial Aid PROFILE)

<https://profileonline.collegeboard.com/index.jsp>

Free Application for Federal Student Aid (FAFSA) <http://www.fafsa.ed.gov/>