



**Brown University – Tougaloo College Partnership (BTP)**  
 Student Semester Exchange (SSE) Program  
 Admission Deadlines and Timelines  
 For Tougaloo Students Going to Brown

**Application Deadlines:**

February 1 - for the following fall or spring semester.

October 1 - for the following spring or fall semester .

There are two application deadlines each year. As these deadlines indicate, you may apply up to a year in advance of the semester for which you are applying. It is your responsibility to identify a deadline that corresponds to the Semester Exchange you wish to attend at Brown. Your complete application must be received by this deadline. When you apply, please indicate the fall or spring Semester Exchange for which you are applying. We **highly recommend** that you contact the BTP-SSE Coordinator at least one month prior to application deadlines to make sure you complete your application on time. This is a competitive program--late applications may not be reviewed.

<b>BTP-SSE DEADLINES</b>					
Check off each item as you complete it					
<i>Initial Contact</i>	<b>Submit Application</b>	<i>Confirm receipt of application</i>	<i>Notification</i>	<i>Finalize participation</i>	<i>Final planning</i>
January 1 <i>For the following fall or spring</i>	February 1	February 15	March 15	May 1	1 month prior to your semester exchange and continuing until arrival.
September 1 <i>For the following spring or fall</i>	October 1	October 15	November 1	November 15	

**BTP Student Semester Exchange Program Coordinators:**

**Brown University**

Applications and general information  
 Dean Maitrayee Bhattacharyya  
 Director, Brown Tougaloo Partnership  
 Office of the Dean of the College  
 Campus Box 1828  
 Providence, RI 02912-1828  
 401-863-3488  
[Maitrayee Bhattacharyya@brown.edu](mailto:Maitrayee_Bhattacharyya@brown.edu)

**Tougaloo College**

Applications and general information  
 Professor Larry Ray  
 Chair, Student and Faculty Exchanges  
 Director, International Programs  
 500 West County Line Road  
 Tougaloo, MS 39174-9799  
 601-977-6144  
[lray@tougaloo.edu](mailto:lray@tougaloo.edu)

**Thank you for your interest!**

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**Checklists and Timelines for Tougaloo College Students:**

One month prior to application deadline:

**Initial contact** - Notify Professor Larry Ray of your interest in applying to the Semester Exchange. Final applicants must be approved by Tougaloo College.

**Important note:** If you wish to enhance your Semester Exchange with research or participation in other activities at Brown before, during, or after the Exchange, please inform Professor Ray so that he can introduce you to Dr. Maitrayee Bhattacharyya, the BTP-SSE representative at Brown University. Dr. Bhattacharyya will speak with you about research and other opportunities at Brown that may be of interest to you, related application deadlines, and who to contact for further information.

**Course selection** - Meet with Professor Ray to review Brown's course catalog and identify the courses that you would like to take at Brown. Create a provisional list of courses you wish to take. Meet with your Academic Advisor at Tougaloo College to identify the courses you need to graduate and those you would be able to take at Brown. [Note: You will not be able to register for courses until you arrive at Brown.]

**Application** - If your participation receives approval from Professor Ray, he will give you the *Brown University Application for Pre-Baccalaureate Special & Visiting Students* to fill out. Submit this application with official transcripts, the list of the courses you plan to take, and a statement of support from your academic advisor to Professor Larry Ray at Tougaloo College by the deadline. [Note: You do not need to submit your SAT scores or high school transcripts, and the application fee is waived.]

**Financial Aid** - If you need financial aid, contact Ms. Ana Bonilla ([Ana\\_Bonilla@brown.edu](mailto:Ana_Bonilla@brown.edu)) in the Brown Financial Aid Office. If you are receiving Financial Aid at Tougaloo you must notify Mrs. Maria Thomas ([mthomas@tougaloo.edu](mailto:mthomas@tougaloo.edu)), Director of Financial Aid of your plans to attend Brown.

By February 1 submit completed application to both institutional coordinators.

By October 1 submit completed application to both institutional coordinators.

Two weeks after submission of application (February 15 or October 15):

**Confirm Application**– Confirm with Dr. Bhattacharyya that your application for the Semester Exchange has been received and is complete.

**Confirm Course Interests** - Send a final list of courses you wish to take to Dr. Bhattacharyya, and note any specific courses that Brown's course catalog lists as "enrollment limited." There may not be space left in these classes; so, you should select a few courses as back-ups. If you are accepted to the Exchange, it is recommended that you email each course instructor in advance to express your interest in taking his or her course during your semester at Brown.

You will officially register for classes after your arrival on campus and after you have the instructor's signature to join the class. Note: You will not register electronically.

**Confirm Financial Aid** - Confirm with Ms. Ana Bonilla in the Brown Financial Aid Office that your application for financial aid has been received and the information is correct.

**For those who are accepted into the program, please observe the following deadlines:**

**Notification of acceptance from Brown University** (March 15 or November 1):

You will receive notification by March 15 if you applied by February 1 or by November 1 if you applied by October 1. If you are accepted, you will receive your acceptance letter and a commitment card to return to the admission office to save your spot. If you applied for Financial Aid, you should then review your Financial Aid Award package with Ms. Ana Bonilla -- after April 1 for the Fall Exchange or after November 1 for the Spring Exchange.

**Finalize participation** (By May 1 for the Fall Exchange and by November 15 for the Spring Exchange)

**Finalize participation** - Return your commitment card to attend Brown to Brown's Admission Office and confirm your participation in the Exchange with Professor Ray and Dr. Bhattacharyya. Once your commitment card is received, Brown will send you an information packet with enrollment materials and forms to complete and return. **It is important that you return your commitment card as early as possible and by the deadline to ensure that you receive Brown mailings and emails in a timely manner.**

**Finalize your travel Itinerary**

By May 1 - if involved in summer research before the Fall Exchange

By August 1 - for a Fall Exchange

By December 1 - for a Spring Exchange

**Finalize Travel Itinerary** - Make travel plans that allow you to take part in Brown's Orientation programs. If you need information about Orientation, contact Dr. Bhattacharyya.

**TWO (2) WEEKS PRIOR TO YOUR ARRIVAL**

- Notify Dr. Bhattacharyya of your arrival itinerary. Make sure you have received an acceptance letter for the Semester Exchange, and notification of a housing assignment and financial aid.
- Plan for a successful semester by being personally and academically prepared. Identify an activity or student organization in which you may wish to get involved at Brown.

**AT THE BEGINNING OF THE SEMESTER AND AFTER**

- Dr. Bhattacharyya will be your academic advisor at Brown. You must meet with her before registering for classes. You will not register electronically; you will have a registration card to complete. When you arrive on campus, you will receive an Orientation Schedule and an appointment time with Dr. Bhattacharyya to go over registration procedures. Be sure to also maintain contact with your academic advisor at Tougaloo College.
- It is your responsibility to contact Dr. Bhattacharyya if you encounter any problems or need advice during the semester.

AT THE END OF THE SEMESTER

- Prior to your departure, meet with Dr. Bhattacharyya to summarize your semester and complete a short evaluation.
- E-mail Dr. Bhattacharyya your permission for Brown to send your Brown transcript to Tougaloo College so that your transfer credits can be processed.
- Contact the Office of Admissions at Tougaloo to request an Application for Readmission to Tougaloo College.

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