



Georgetown University

Information for Transfer Candidates

2012

WE ARE PLEASED to learn of your interest in Georgetown University. An on-line application and downloadable application for admission, as well as other forms which are necessary to support your application, are available on our website, <http://uadmissions.georgetown.edu/transfer/>.

Please take care to complete the application form thoroughly and accurately. It is important to note that it is your responsibility to see that all materials required by the Admissions Committee are forwarded in a timely manner. Since Georgetown receives nearly 18,000 applications for admission and over 120,000 supporting documents each year for both the first-year and transfer admission process, it is impossible to acknowledge each item separately as it is received. In order to be certain that your application is properly processed and a complete and accurate picture of your academic and personal accomplishments is presented to the Admissions Committee, you are urged to make special note of the items mentioned below:

- *Your Personal Data Form should be completed and returned to us as soon as possible.* Receipt of this form allows us to open your admissions file and track any documents sent in support of your application. Further, we will be able to expedite the scheduling of your optional alumni interview.
- Upon receipt and processing your Personal Data Form, you will receive an acknowledgment which will show your name, address and other information as it has been entered in our official records. *You should keep a copy of your completed application and essays for your records.*
- If any materials are missing when the Admissions Committee begins its review in the early spring, you will be notified at that time. Files that are still incomplete at the end of the review process will not be reviewed by the Admissions Committee.
- To receive full consideration by the Admissions Committee, the following credentials must be postmarked by March 1, 2012:

Both portions of the application and fee	Official transcript(s) of all college level work
High School transcript	Dean's and professor's reports
SAT, ACT, or College Qualification Test results	

Upon enrolling, a final college transcript should be mailed no later than July 1.

Applicants will be notified of a decision by June 1. (In some cases the final transcript will be necessary, and action will not be taken until it is received.) Accepted students have until June 15 to confirm a place in the class.

Please take the time to read the following pages and other material about Georgetown which you have received. It is important that you familiarize yourself with this material and with similar material about other universities to which you may be applying so that you may later make an intelligent choice among the institutions that have offered you admission.

If you have any questions that are not answered here, please feel free to contact the Office of Undergraduate Admissions at (202) 687-3600, or visit our website at <http://uadmissions.georgetown.edu>.

Charles A. Deacon
Dean of Admissions, Georgetown University

Transfer Application Checklist

GENERAL INSTRUCTIONS FOR TRANSFER APPLICANTS

Early filing of the Personal Data Form will ensure that we have time to give your application thorough consideration and to contact you if clarification of your credentials is needed. Additionally, it will allow us to offer the optional alumni interview. *Please retain photocopies of your application materials in case they are lost in the mail.*

- ☐ Immediately – **complete the Personal Data Form with the \$65 nonrefundable application fee. Receipt of this form and the fee enables us to open your admissions file. We cannot process your application without this form.**
- ☐ Submit the remainder of the application by the March 1 deadline.
- ☐ Give the Secondary School Report to your high school counselor.
- ☐ Give the Dean's Report and Professor's Report to the appropriate officials.
- ☐ If not yet completed, arrange to take the required SAT or ACT and have the test results sent directly to Georgetown University from the testing agency. Please note that it is not necessary to "Rush" your SAT or ACT scores. Our College Board (SAT) code number is 5244 and our American College Testing Program (ACT) code number is 0668. Test results received on the official Secondary School Transcript are considered official. All standardized tests should be completed by the March administration of the exams in order to be considered by the Admissions Committee.
- ☐ Please notify us if you do not receive our acknowledgment of your Personal Data Form and the application fee after 10 days. *Do not assume that we have received your form.*
- ☐ Financial Aid – Submit the Free Application for Federal Student Aid (FAFSA) and the College Scholarship Service (CSS) Financial Aid PROFILE requesting that the analysis be sent to Georgetown University by March 1 at the latest.

Transfer Application Calendar, Fall 2012 Georgetown University

MARCH 1	Suggested date for submitting the required financial aid forms to ensure receipt of financial aid notification with the admissions decision.
MARCH 1	Deadline for the receipt of transfer application forms and supporting credentials.
JUNE 1	Announcement date for decisions on transfer admission and financial aid.
JUNE 15	Reply date for accepted students. This is a postmark deadline.
JULY 1	Last day for submitting final transcripts.
JULY 15	Last day for mailing decisions of students who were deferred for final grades and for students on the waiting list.
SPECIAL NOTE	To ensure full consideration, please allow ample time for mail delivery. The announcement date for transfer admissions decisions is June 1. The deposit deadline indicating intention to enroll is June 15. In fairness to waiting list candidates, this deadline cannot be extended. Therefore, we ask that you make your transfer plans with these dates in mind.
WEBSITE	Students may visit Georgetown University's home page, which includes course listings, at http://uadmissions.georgetown.edu .
MAILING INFORMATION	Office of Undergraduate Admissions Georgetown University P.O. Box 3796 Washington, D.C. 20027-3796
TELEPHONE	(202) 687-3600
FAX	(202) 687-5084
	<i>For special delivery services, please add the following to the address:</i> White Gravenor, Room 103 37th and O Streets, NW

Information for Candidates

Admission

Georgetown University admits qualified students of any age, gender, race, religion, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of age, gender, sexual orientation, race, religion, handicap, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Applicants for transfer admission are measured on two scales: academic and personal. Georgetown University incorporates the use of a Personal Data Form, the purpose of which is to allow the student to open an admissions file early. Additionally, submitting the application sooner will permit a more timely scheduling of the optional alumni interview in your local community.

Eligibility for Transfer Consideration.

Any applicant who has spent at least one semester in college, as a full-time degree seeking student, must apply as a transfer candidate. This stipulation means that the student must have completed at least twelve hours of acceptable college-level work prior to January 30, 2012. Otherwise, he or she should follow the first-year application procedure.

Students are admitted only to the fall term. However, those admitted may begin in the summer session if they wish.

Students must spend a minimum of four full semesters and earn 60 credits in residency at Georgetown to earn a degree. Summer sessions and study abroad programs will not count toward fulfilling the residency requirement.

Required Records. The Dean's and Professor's Report forms and official transcripts from all colleges attended and from the secondary school from which the student graduated must be submitted. SAT or ACT results are also required unless the applicant has been out of high school 5 or more years.

In order to ensure that your application is complete, it is important to request that these records be sent well in advance of the March 1, 2011 application deadline. Earlier submission is encouraged. You should verify with the appropriate officials that these records were sent to Georgetown. These records should be mailed directly to the Office of Undergraduate Admissions. **Please note that accepted transfer students who intend to enroll must have their final college transcript sent to the appropriate Dean's Office at Georgetown.*

Transfer of Credit. Credit toward Georgetown degrees may be given for work done at other accredited institutions subject to the following limitations:

Credit for required courses taken elsewhere will be given if the course is similar to the one required at Georgetown.

Credit for electives will be given if the course is similar to the other courses offered at Georgetown. Credit for courses not offered at Georgetown will be considered on an individual basis.

Grades earned must be at least one level above minimum passing level, e.g. "C." Passing grades on a Pass/Fail system are acceptable.

A complete listing of credits acceptable for transfer will be sent when an applicant is offered admission or shortly thereafter.

For students entering the Edmund A. Walsh School of Foreign Service or the Faculty of Languages and Linguistics of Georgetown College, placement in language courses and the determination of transfer credits is based upon results of the Georgetown language placement test.

The Faculty of Languages and Linguistics offers applicants the opportunity to take the language placement test in any foreign language for which the student seeks credit. If students wish to determine placement in language courses, they may inquire about placement tests with the appropriate language department chairperson.

International Students. All candidates whose native language is not English are required to take the Test of English as a Foreign Language (TOEFL), unless attending an English-speaking university. All candidates are required to take the SAT I. These tests must be taken by the March test administration in order to be considered during the Admissions Committee's review of student files.

Alumni Interviews. We are, unfortunately, not able to guarantee alumni interviews for transfer applicants. If a volunteer alumni interviewer is available in your area, you will be contacted by e-mail. Since we are unable to guarantee the availability of an interview, it is not required as part of the transfer application.

As Personal Data Forms are received by the Admissions Office, students who live or attend school within a committee jurisdiction are provided with the name of an alumni interviewer and are encouraged to make arrangements for an interview. The interview provides candidates with an opportunity to highlight particular aspects of their background and achievements which they would like to call to the attention of the Admissions Committee, as well as to learn more about the University from the perspective of the local alumnus or alumna. Please note that the mailing address you provide determines where we will assign your interview.

Waiver of Access

In 1974, Congress enacted a law designed to provide access for students to materials contained in their official records. If you are accepted for admission and enroll as a student at Georgetown University, you will have the right to inspect documents in your official file.

The importance of candor in the college admissions process was recognized in the formulation of this law. It is possible, therefore, to provide a waiver of access to certain documents that contain subjective evaluations important in a

competitive admissions process. Since it has been our experience that confidential recommendations are frequently more candid than nonconfidential recommendations, we have placed waiver statements on several documents contained in this package so that you may indicate your intentions. In completing these forms, please be certain to select one of the options provided before filing the application and presenting the document to your dean or professor.

Housing

The University housing policy requires that all first year and sophomore students reside on campus unless they meet exemption requirements such as local residency or are over the age of 21. All transfer students entering as sophomores are guaranteed on-campus housing for their sophomore year. Transfer students entering as juniors will be offered housing on campus as space permits. Future housing is determined by a lottery system.

In late summer, an off-campus housing search weekend is sponsored by the Housing Office to assist students in obtaining off-campus housing. It gives students an opportunity to meet others in their class, pair as roommates, and join forces in searching for off-campus housing. Transfer students are housed free of charge in one of the residence halls during search weekend. If you are interested in attending, please contact the Housing Office at (202) 687-4560 or e-mail the office at: campushousing@georgetown.edu.

Financial Aid

Georgetown University practices "need-blind" admissions; an applicant's ability to meet college costs is not a criterion for admission. The University is committed to this policy because it ensures access to a Georgetown education for all qualified candidates.

To assist those admitted, the University makes every effort to meet the demonstrated financial need of eligible

applicants through a combination of need-based aid programs which include grants, scholarships, student employment and student loans. In addition to need-based aid, the University offers a wide array of financial services to help students meet college costs. Georgetown helps applicants and their families plan how to use family resources, financial aid, and supplemental financing plans to achieve their investment in higher education.

How to Apply for Financial Aid

Initial Applications Required. To apply for financial aid at Georgetown University, undergraduates must submit the following:

1. *FAFSA:* Students must complete the Free Application for Federal Student Aid (FAFSA) and must indicate that the processed information be sent to Georgetown University; Georgetown's school code is 001445. All federal, many state, and some private financial aid programs require students to complete the FAFSA to apply for aid. Students can complete the FAFSA on-line at <http://www.fafsa.ed.gov>.

2. *PROFILE:* Students must complete the College Scholarship Service (CSS) Financial Aid PROFILE form, and must indicate that the processed information be sent to Georgetown University; Georgetown's school code is 5244. The PROFILE form collects the information Georgetown needs to award its own financial aid funds. Students can complete the PROFILE application on-line at <http://www.collegeboard.com>.

3. *TAX RETURNS:* Financial aid applicants must provide copies of parents' and students' federal tax returns including W-2 statements, schedules and other attachments.

Other Application Requirements. Students whose parents own a business and/or farm, whose parents are divorced or

separated, who claim to be independent of their parents or guardians, or who are non-U.S. citizens will be asked to provide additional documentation in support of their applications for financial assistance from the University.

Priority Deadlines. Transfer students must complete their financial aid application by March 1. Students who file the FAFSA and PROFILE form by the deadline will receive priority consideration for all the aid programs at Georgetown. Early processing of the FAFSA and PROFILE form is critical if the student is to be informed of eligibility for financial aid when (s)he receives notification of the admissions decision on June 1.

For More Information

To obtain more detailed information about financing educational costs at Georgetown and applying for assistance, visit the Georgetown University Undergraduate Student Financial Services website at <http://finaid.georgetown.edu>.

Georgetown University admits qualified students of any age, sex, sexual orientation, race, color, religion, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of age, sex, sexual orientation, race, handicap, color, religion, or national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs. Inquiries regarding Affirmative Action-Equal Opportunity may be addressed to Affirmative Action Programs, M-36 Darnall Hall, Georgetown University, 37th and O Streets NW, Washington, DC 20057. Georgetown University is also an Affirmative Action-Equal Opportunity employer.

All students under age 26 attending school in the District of Columbia are required by D.C. Law 3-20 to present evidence of immunization against the following diseases: poliomyelitis, measles, rubella (German measles), diphtheria, mumps and tetanus.