



CHAPMAN U

TRANSFER APPLICATION INSTRUCTIONS
for applicants to: **SPRING AND FALL 2017**

TRANSFER APPLICATION INSTRUCTIONS FOR APPLICANTS TO: SPRING AND FALL 2017



the basics

APPLICATION DEADLINES

For students applying to the

SPRING 2017

entering class

October 15, 2016

For students applying to the

FALL 2017

entering class

February 15, 2017

LATE CONSIDERATION

Applications received after the listed dates will be considered late and will be reviewed on a space-available basis.

**The Common Application and Chapman University Questions (and Creative Supplement, if applicable) must be submitted online by 11:59 p.m. (PST) on the appropriate deadline. Documents that are sent to our office must be postmarked by the appropriate deadline.*



starting the journey to becoming a panther:

- VISIT CommonApp.org.** Create a transfer account and add Chapman University as one of your colleges.
- SELECT** the option to apply as a transfer applicant (vs. first year) to ensure you submit the correct application.
- COMPLETE** The Common Application, Chapman University Questions, *Recommenders & FERPA* section and \$70 application fee.
- INVITE** a professor, employer, mentor, or counselor to submit a recommendation for you. See pg. 2 for appropriate methods of submission.
- SEND** official transcripts from all attended institutions and SAT or ACT (Writing is recommended) and available AP/IB scores from the issuing testing boards. (NOTE: Test scores & high school transcript requirements may be waived, pending completed college unit count)
- COMPLETE** a Creative Supplement if you are applying to a first choice academic major within the departments of **Art** (excluding Art History), **Dance**, **Dodge College of Film & Media Arts**, **Music**, and **Theatre**.
- CONTACT** the Office of Admission if you have questions or concerns.
- REVIEW** your application thoroughly to make sure you're happy with your efforts.
- SUBMIT** your complete application to Chapman!

SUPPLEMENTARY DOCUMENTS

Due to the limited time frame the committee has to review applications, we request that applicants only submit the University's required documents. We do not guarantee the review of any additional materials submitted outside of the required documents listed above.

BEFORE you **Click Submit**

- USE the "Print Preview" feature in the Common Application to confirm content.
- PRINT and save copies of your application and all submitted materials.

AFTER you **Click Submit**

- CONFIRM that you have successfully submitted both your Common Application and Chapman Questions under the "My Colleges" section.



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application requirements

TRANSFER COMMON APPLICATION AND CHAPMAN UNIVERSITY QUESTIONS

- Complete and submit both online at **CommonApp.org**.
- Transfer students are encouraged to write their personal statement about their transition out of high school through the community college or 4-year system they might be transferring from, including their goals for transferring.
- Not all Common Application forms are required at the point of application by Chapman University. The College Report Form, Secondary School Final Report and the Mid-Term Report are NOT required unless requested after an initial review of your application.

LETTER OF RECOMMENDATION

- Within the *Education* section of the Common Application you will be required to list contact information for an academic advisor (name, job title, email and phone number). Please list a professor, mentor or counselor at a past or current college. This DOES NOT need to be the same person submitting a letter of recommendation. The Admission Committee would lean upon this individual should there be any questions about your academics during the review of your application.
- Within the *Recommenders and FERPA* section of the Common Application you must invite someone to complete the Academic Evaluation. Your recommender can then either submit the Academic Evaluation via the Common Application OR can send a letter of recommendation on their own letterhead directly to our office.
- While it is titled as an Academic Evaluation we will accept letters of recommendation from anyone other than a relative (i.e. professor, mentor, employer, counselor, etc.).
- Letters may be emailed to admit@chapman.edu or mailed to the Office of Admission (see bottom pg. 3 for address). Letters not submitted via the Common App must include the applicant's full legal name and Common App ID.
- Chapman only requires ONE letter of recommendation but will review UP TO TWO letters of recommendation. We cannot guarantee we will review any more than two letters of recommendation.

APPLICATION FEE OR FEE WAIVER REQUEST

- Submit the \$70 non-refundable application fee via the Common Application.
- Select the fee waiver option if you meet the Common Application fee waiver guidelines. Your counselor must approve your fee waiver request online or submit a form (with your Common Application ID number) by mail or email to admit@chapman.edu. We require fee waiver approval prior to the review of your application.

OFFICIAL COLLEGE TRANSCRIPTS

- It is required that you submit individual transcripts from ALL 2-year and 4-year colleges attended or currently attending.
- **Unofficial copies of college transcripts or copies submitted directly from the applicant will not complete your file.**

OFFICIAL HIGH SCHOOL TRANSCRIPTS

You must submit a final high school transcript if you have completed **LESS THAN 60 SEMESTER UNITS OR 90 QUARTER UNITS AT THE TIME OF APPLYING TO CHAPMAN.**

SAT OR ACT (WRITING IS RECOMMENDED)

You must submit official SAT or ACT (Writing is recommended) if you have completed:

LESS THAN 24 SEMESTER UNITS OR 36 QUARTER UNITS AT THE TIME OF APPLYING TO CHAPMAN.

- Official test scores must be submitted through the College Board and/or ACT websites. Unofficial copies of test scores or copies submitted directly from the applicant will not complete your file.
- Chapman University will superscore the SAT, but not the ACT. Superscoring is when the highest score from each individual section (Writing, Reading, Math) is used for review, no matter if the individual scores are from one test sitting or multiple sittings.
- **Chapman does not require SAT II Subject Tests.**

AP AND/OR IB TEST SCORES

- AP and/or IB test scores may be submitted for students who completed these exams while in high school.

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application requirements (continued)

INTERNATIONAL APPLICANTS

- All international applicants must submit an International Student Supplement Form. This form will be available after the point of application.

International Students currently studying in the US:

- Plan to take a transferable math course before submitting your application to Chapman University.
- To demonstrate English proficiency, international students studying in the U.S. must have completed a transferable English course in a traditional classroom setting. Online English classes will not be accepted. The TOEFL/IELTS is only required of an international student who is not studying in the U.S.

International Students currently studying outside of the US:

- Keep all course descriptions and syllabi
- For non-native English speakers, proof of English proficiency is required in one of the following ways:
 - Minimum TOEFL score of 80 iBT (with balanced sub scores)
 - Minimum IELTS score of a 6.5 (with balanced sub scores)

Chapman's Testing Codes: SAT & TOEFL — 4047; ACT — 0210

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departmental requirements

Applicants applying to the following academic majors are required to submit a Creative Supplement:

Department of Art

- Art
- Graphic Design
- *Art History does not require the submission of a Creative Supplement*

Department of Dance

- Dance

Hall-Musco Conservatory of Music

- Music
- Music Composition
- Music Education (Instrumental and Vocal)
- Music Performance (Conducting, Guitar, Keyboard Collaborative Arts, Percussion, Piano/Organ, Strings, Vocal, Woodwinds & Brass)

Department of Theatre

- Theatre (Theatre Studies and Theatre Technology)
- Theatre Performance
- Screen Acting

Dodge College of Film and Media Arts

- Broadcast Journalism and Documentary
- Creative Producing
- Digital Arts
- Film Production
- Film Studies
- Public Relations and Advertising
- Television Writing and Production
- Screenwriting

PLEASE REVIEW THE **CREATIVE SUPPLEMENT INSTRUCTIONS PDF** FOR ADDITIONAL INSTRUCTION ON SUBMITTING THE REQUIRED COMPONENTS FOR THE ABOVE PROGRAMS.



CHAPMAN UNIVERSITY

Attn: Office of Admission

One University Drive
Orange, CA 92866

Phone: (714) 997-6711 or 1-888-CU-APPLY

Email: admit@chapman.edu

Website: chapman.edu

APPLICATION CHECKLIST:

- Transfer Common Application, Chapman University Questions, and *Recommenders & FERPA* section.
- \$70 non-refundable application fee or fee waiver request
- One letter of recommendation
- Official college transcript(s) from all 2-year and 4-year institutions attended
- Official high school transcript(s) **if less than 60 semester/90 quarter units are completed at the time of applying.**
- Official test scores (SAT or ACT - Writing is recommended) sent from the College Board or ACT **if less than 24 semester/36 quarter units are completed at the time of applying.**
- AP and/or IB scores (if applicable)
- Creative Supplement (if applicable)

CHECKING YOUR APPLICATION STATUS

- Check your **Applicant Status Page** regularly to view which documents we have received and application updates. If you have not received your login information within a week of submitting your application, please contact the Office of Admission at (714) 997-6711.
- Allow two weeks to process your documents and link them to your applicant file.
- Admission decisions are sent by mail and email.

APPLYING FOR FINANCIAL AID

- Students are automatically considered for need-blind academic merit scholarships upon applying to the University. There is no additional application for these scholarships.
- Talent scholarships are awarded to new incoming students by the respective academic department within Chapman University. An audition and/or Creative Supplement submission may be required for consideration.
- Apply for need-based financial aid by submitting the FAFSA (fafsa.ed.gov). Priority deadline for the FAFSA is March 2.
- Visit chapman.edu/finaid for more information including deadlines.