

Applying as a Transfer Student

Each year, Carnegie Mellon admits a very small number of transfer students where space permits. The policy for transferring into Carnegie Mellon varies from college to college. If you're interested in transferring into the Carnegie Institute of Technology, Information Systems, the Mellon College of Science, the School of Computer Science or the Tepper School of Business, we must first make sure there's space available in the program that interests you. Please note that space in these programs is extremely limited. In recent years, no external transfers have been admitted to the Tepper School of Business. If there is space, we'll look closely at your college transcript, professor recommendations, high school grades and test scores (all SAT Reasoning Test or ACT with Writing and SAT Subject Tests, if available) to select the strongest applicants.

Transfer Application Instructions

1. Apply for admission to the specific college in which you're interested, noting your departmental preference on the Carnegie Mellon Common Application Supplement.* Transfer students will be considered only to their first choice college. Please do not apply to more than one college.

CIT, H&SS, IS, MCS, SCS and Tepper:

- Fall transfer possible if space is available.
- Spring transfer extremely limited and unlikely.
- No external transfers accepted into BHA/BSA/BCSA.
- Space has not been available in the last few years in the Tepper School of Business.

CFA:

- Fall transfer possible.
- No spring transfer opportunities.
- If you're interested in the School of Music or Drama, specify the option.
- No external transfers accepted into BHA/BSA/BCSA.
- You'll most likely compete with freshman applicants for a place in the entering class.

2. Enclose a non-refundable application fee of \$70. This application fee is required, except in extenuating family financial circumstances. To request a waiver, send us a letter from a college advisor or your dean requesting an application fee waiver in place of the application fee. **International students (non-U.S. citizens) are not eligible for fee waivers.**

If paying by check or money order, make it payable to Carnegie Mellon University and submit all fees with your application for admission. **Staple your check or money order to the application.** Do not send cash.

If you're applying to the School of Music, the additional audition fee is \$50. If you're applying to the School of Drama, the audition fee is \$80. Audition fees are payable with VISA or MasterCard at the time of reserving your audition online at <www.cmu.edu/admission/finearts>.

3. Send all transcripts that reflect secondary school and college/university studies to the Office of Admission. **Spring transfer candidates must have these documents on file no later than November 13th. Fall transfer candidates must have these documents on file no later than March 15th.** If you wish to attend Carnegie Mellon as a transfer student and have previously applied to the university, you must resubmit an updated Common Application and Carnegie Mellon Common Application Supplement with your application fee and all other materials required of transfer students.

4. Transfer applicants must also send course descriptions from a college catalog (labeled with your name and address) from each college/university you attended, so we can evaluate transferable credits.

5. If you're applying to the College of Fine Arts' School of Art, Design, Drama or Music, you must complete portfolio review or audition requirements. If you are applying to the School of Architecture, you are encouraged to submit creative work for review, in addition to a required, online questionnaire specifically for the School of Architecture. Before you can arrange to have an audition or review, however, you must complete and submit the Common Application and Carnegie Mellon Common Application Supplement by December 1, 2009. You must go to <www.cmu.edu/admission/finearts> to register for all fine arts requirements.

6. Sign the "Confidentiality Statement" on the Common Application School Report Form. If applying by mail, give the form (and your completed application and supplement) to your dean or advisor at the college you're attending or have last attended and ask him or her to complete it. Your dean or

advisor should return the form and your application directly to the Office of Admission.

IMPORTANT: We prefer you submit all forms and documents at one time in order to reduce processing time. If you must mail them separately, be sure to print your full name and address at the top of each document.

7. Submit your Common Application for Transfer and Carnegie Mellon Application Supplement to the Office of Admission by the proper deadline:

- Spring transfer: October 15, 2009
- Fall transfer: March 1, 2010 (December 1, 2009 for architecture, art, design, drama and music applicants.)

8. Complete a Free Application for Federal Student Aid (FAFSA) if you are applying for financial assistance. To apply online, follow the instructions outlined at <www.fafsa.ed.gov>. The Carnegie Mellon school code is 003242.

9. If you are accepted, you'll be notified in writing by the Director of Admission. Your acceptance letter will also contain an enrollment reply form to be completed and returned with the \$800 enrollment deposit by June 15, 2010 for fall transfer. Please note that admission to the university is contingent upon maintaining academic performance and citizenship commensurate with that which resulted in admission.

10. Make arrangements to have a final copy of your college transcript(s) sent to Carnegie Mellon.

** Applicants must apply online by completing both the Common Application for Transfer and Carnegie Mellon Common Application Supplement.*

Transfer Enrollment Deposit

If you are offered admission for the spring semester, we do not require a tuition deposit (due to the short time interval between December 15, 2009 and the start of the second semester).

If you are offered admission to the College of Fine Arts for the fall semester, you must pay a non-refundable deposit of \$800 by May 1, 2010, even if you are receiving financial aid.

Transfer Student Deadlines

Application Plan	Application Deadlines	Admission Notification Dates	File your FAFSA and submit required forms by this date:	Financial Aid Award Notification Date
Transfer Application for Spring	October 15, 2009	December 15, 2009 or soon after	November 1, 2009	December 15, 2009 or soon after
Transfer Application for Fall	March 1, 2010 (December 1, 2009 for architecture, art, design, drama and music applicants.)	No later than June, 2010 (April 15, 2010 for CFA)	May 1, 2010 (February 15, 2010 for CFA)	During the month of June 2010 (April 15, 2010 for CFA)

If you are offered admission to CIT, H&SS, IS, MCS, SCS or Tepper for the fall semester, you must pay a non-refundable \$800 deposit by June 15, 2010, even if you are receiving financial aid. The enrollment deposit will reserve your place at the university and accommodations in university housing if available. We cannot guarantee university housing for transfer students. The deposit will be credited to the first semester charges.

IMPORTANT: If you accept our offer of admission, we assume that your tuition deposit to Carnegie Mellon is your *only* tuition deposit. We reserve the right to cancel our offer of admission if you post a tuition deposit at more than one university. Enrollment deposits received after the deposit deadline will be returned if space is no longer available.

University Housing

University housing is not guaranteed for transfer students. The Community Housing Registry is a resource available to help you locate housing accommodations in the local area in the event that campus housing is not available.

Transfer Credit

The college/school to which you are admitted will determine transfer credit for courses you've taken at other universities. No transfer credit evaluations are offered prior to application. Transfer credit is considered on an individual basis. We may award elective credit for courses with no Carnegie Mellon equivalent.

Transfer credit for courses you're taking while we're reviewing your existing college record depends upon successful completion of each course. Grades are not transferred — only credit. Sometimes transfer students have to take specific courses and accumulate a larger total number of credits than the normal amount required for graduation. The time it takes for you to graduate will depend on the time you need to complete the full university degree requirements — not on your class standing at a previous institution.

If you transfer into CIT, IS, MCS, SCS or Tepper in the fall semester, you'll receive an estimate of the additional academic work you must complete in order to fulfill the university degree requirements.

If you transfer into CIT, IS, MCS, SCS or Tepper in the spring semester, you'll have the opportunity to meet with a dean or department head in order to outline the additional academic work you must complete to meet the university degree requirements.

If you transfer into H&SS in the fall or spring semester, you'll receive a credit and requirement review of the work you've completed at your previous institution(s).

It is best for transfer students in CFA to assume freshmen status. Occasionally advanced standing is awarded based on review of previous college courses.

You must make arrangements to have a final copy of your college transcript(s) forwarded to Carnegie Mellon's Office of Admission by July 1, 2010.



Applying as an International Student

If you're an international student (not a U.S. citizen or permanent resident of the United States), apply to Carnegie Mellon by following the procedures outlined for either freshmen (page 2) or transfers (page 6). Also be aware of this additional information:

- Before submitting the Common Application, Carnegie Mellon Common Application Supplement and other application materials, you are required to submit the **Preliminary Application For International Students** at <<http://acis.as.cmu.edu/international>>. **Since Carnegie Mellon does**

not offer financial aid to international students, we use this form to verify each student's ability to pay for a Carnegie Mellon education.

- **If your native language is not English, you are required to take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS).** Carnegie Mellon requires TOEFL scores of 250 or better on the CBT TOEFL, 600 or better on the pencil and paper TOEFL, 100 or better on the IBT TOEFL or an IELTS score of 7 and above.

Please arrange to have these scores sent no later than January 1, 2010.

- **International students are not eligible for application fee waivers.** Financial need is considered when making admission decisions for international candidates. Financial aid and installment payment plans are not available to international students.