

Admission and Financial Aid Application

Instructions for Transfer Candidates

This information is provided for applicants (regardless of citizenship) who are applying as transfer candidates. Be sure to read the instructions carefully before you begin the application.

FALL ENTRANCE

March 1 is the deadline for all completed transfer applications for fall entrance. Candidates are notified of the committee's decision on a rolling basis, beginning in early April.

SPRING ENTRANCE

The application deadline for spring semester transfer entrance is November 1. Candidates whose applications are complete will be notified of the committee's decision on a rolling basis, beginning in late November.

ADMISSION APPLICATION, SUPPLEMENT AND FEE

The Common Application for Transfer Students is available exclusively through the Common Application Web site: commonapp.org. Questions about the online application process should be directed to the Office of Admission by e-mail at webapp@wheatoncollege.edu.

Paper copies of the Common Application may be downloaded from the Wheaton Web site (www.wheatoncollege.edu/admission/apply).

Please complete the Common Application and the Wheaton Supplement to the Common Application and submit them to the Office of Admission with the required \$55 application fee. Your check should be made payable to Wheaton College. Credit card payment is available through the Common Application Web site. If the application fee is a financial hardship, you may request a fee waiver by contacting the Office of Admission at admission@wheatoncollege.edu.

Remember to indicate the term for which you are applying on the application and on all other forms. Be sure to sign and date your application. If submitting a paper application, please type or print clearly and write your full name and date of birth on every credential submitted as part of your application.

Note: Remember to complete the co-curricular and employment sections of the application. Even if you plan to submit a personal résumé, this portion of the application is required.

REQUIRED CREDENTIALS

Academic Writing Sample

In addition to the Common Application Personal Statement, you must submit a graded academic writing sample. Your paper should be an analytical or research-based sample from an English, social studies, humanities or natural science class, and not an example of creative writing. Papers must have been written (in the English language) within the past year, be no more than five pages in length, and include the class instructor's notations and the grade received. Because writing samples will not be returned, legible copies are acceptable.

Secondary School Report, Academic Transcripts (high school and college)

After completing the candidate's section, ask your high school college counselor to submit the Secondary School Report form, which is part of the Common Application. An official copy of your final high school transcript is required, and should accompany the Secondary School Report. If it is not possible to obtain a Secondary School Report, please contact the Office of Admission at admission@wheatoncollege.edu. Official transcripts from all colleges attended are required, as well.

College Official's Report

All transfer applicants must have a College Official's Report form (part of the Common Application for Transfer Students) submitted on their behalf by an official at their current or most recent college or university.

Mid-Semester Evaluation

Students enrolled in college must obtain up-to-date assessments of grades in progress from all instructors using the Mid-Semester Evaluation Form, available at wheatoncollege.edu/admission/apply/transfer.html.

Instructor Evaluations

Ask two of your instructors to complete the Common Application Teacher Evaluation form and submit it directly to the Office of Admission by the appropriate application deadline date. Applicants are strongly encouraged to submit evaluations from instructors who have taught them in an academic subject within the last two years.

English Proficiency (non-native English speakers only)

Applicants for whom English is not the first language must submit evidence of English proficiency. TOEFL, administered by the Educational Testing Service (ETS), is the preferred test. The ETS code for sending your scores to Wheaton is **3963**. Wheaton also will accept results from the IELTS. The English proficiency requirement may be waived for some students, including those whose recent coursework is entirely in English. See wheatoncollege.edu/admission/international/credentials.html for waiver details.

Certification of Finances (non-U.S. citizens/permanent residents only)

All applicants who are not citizens or permanent residents of the United States must submit a Certification of Finances form (available at wheatoncollege.edu/Admin/SFS/Forms/) or a bank statement indicating resources available to support their educational expenses.

OPTIONAL CREDENTIALS

Standardized Test Scores (SAT, ACT, SAT Subject Tests)

The submission of standardized test results is optional. Applicants who wish to have their scores considered should check the “yes” box in the Optional Standardized Testing Information section of the Wheaton Supplement to the Common Application and arrange to have official score reports sent directly from the testing agency to the Office of Admission at Wheaton College. The ETS code (College Board/SAT) for sending your scores to Wheaton is **3963**; the ACT code number is **1932**.

Score reports for submitters must be received no later than the application deadline.

Personal Academic Portfolio

Students may wish to submit additional material with their application in the form of a Personal Academic Portfolio, which may provide evidence of particular talents or interests. Portfolios must be clearly labeled with your name and date of birth. Examples may include creative writing (fiction, poetry or plays), artwork, audio or videotapes of work in music or theatre, entrepreneurial achievements, and summaries of academic and/or volunteer service projects.

Candidates wishing to have their portfolios reviewed by faculty must clearly label their submission (e.g., “art portfolio,” “music portfolio,” “theatre portfolio,” or “creative writing portfolio”). In order to secure a faculty review, portfolios must be submitted two weeks before the application deadline. Portfolios will not be returned. Students are discouraged from submitting originals. Please note the individual departmental requirements below:

Creative writing portfolios must be submitted as hard copies by mail. Portfolios in electronic form (CD, DVD or online) will not be reviewed.

Art portfolios must be submitted as slides or digital prints. Portfolios presented in electronic form will not be reviewed.

Music portfolios should consist of recordings of individual performances rather than group choral or instrumental performances. All performances must be in CD or DVD format.

EDUCATIONAL ASSESSMENTS/DIAGNOSTIC TESTING

Students with specific learning disabilities or learning style differences may wish to submit copies of any recent professional assessments or documentation with their application to Wheaton. Submission of documentation is purely voluntary and all materials are kept confidential. Students planning to submit testing should note that testing should be no more than three years old.

CAMPUS VISITS

We encourage you to visit the Wheaton campus. Personal interviews are strongly recommended for all applicants, and while you are on campus you also may participate in an information session and/or a tour. Tours and interviews are available by appointment weekdays (and most Saturday mornings all fall)

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between April 1 and January 15. If you are unable to schedule a visit to the campus, the Office of Admission will attempt, upon request, to arrange an interview with a member of the Alumni and Parent Admission Committee (APAC) living near your home or school. Please contact the Office of Admission well in advance to schedule an on-campus or APAC interview. Contact us at 800-394-6003 or 508-286-8251 between the hours of 8:30 a.m. and 4:30 p.m. (Eastern Time) Monday through Friday.

FINANCIAL AID

Once a student is admitted to the college, aid is determined based on a combined assessment of financial eligibility and the overall academic strength of the candidate.

U.S. citizens and permanent residents applying for financial assistance must complete both the CSS PROFILE and the Free Application for Federal Student Aid (FAFSA). The Wheaton CSS code number is **3963** and the Wheaton FAFSA code number is **002227**.

Non-U.S. citizens must submit the International Student Financial Aid Application. Please note that need-based financial aid for non-U.S. citizens and non-U.S. permanent residents is limited.

For more information, please contact the Office of Student Financial Services at 800-541-3639 (508-286-8232 outside the U.S.) or at sfs@wheatoncollege.edu.

REQUIRED DOCUMENTS (U.S. citizens)

The Free Application for Federal Student Aid (FAFSA)

The FAFSA is used to determine eligibility for federal funding and is required of all financial aid applicants. The FAFSA is available online at www.fafsa.ed.gov. Students, along with their parents, should complete and submit the form to the processor as soon as possible after January 1. Although the form asks for specific information from student and parent tax returns, applicants should not wait to complete tax returns for the current year before submitting the FAFSA. Complete the application in early January using the best possible estimates of family income; corrections can be submitted later. Wheaton’s federal code number for the FAFSA is **002227**.

CSS PROFILE Application (U.S. citizens)

Wheaton uses the information from the PROFILE to determine eligibility for institutional funding. The PROFILE is available online at www.collegeboard.com; processing takes only 48 hours. CSS will send you an individualized application based on the registration information provided. Wheaton’s institutional code number for PROFILE is **3963**. Applicants with questions about the PROFILE service should contact the Office of Student Financial Services at 800-541-3639 (508-286-8232 outside the U.S.) or at sfs@wheatoncollege.edu.

Student and Parent Tax Returns (U.S. citizens)

Wheaton also requires that you and your parent(s) or guardian(s) submit copies of your federal income tax returns. If you are using estimates on FAFSA and PROFILE because you have not yet completed the appropriate year’s tax return, you must submit

the most recent year's tax return by the published deadline. You should include all pages, schedules and W-2 forms. Once a current-year tax form has been filed, a complete copy must be forwarded to the college. If you or your parent(s) have not and will not be filing a federal tax return, you must send a letter stating this and list all sources of income for the year.

Noncustodial Parent's Statement (U.S. citizens)

If your parents are separated, divorced or never married, the parent with whom you do not live with (the noncustodial parent) must complete a Noncustodial Parent's Statement. You will be given a link for your noncustodial parent to complete this form when you complete your PROFILE online.

Business/Farm Supplement (U.S. citizens)

If you or your parent(s) own a business or a farm, you must submit a Business/Farm Supplement to Wheaton. You will be instructed to download and complete the form when completing the PROFILE. You may also request one directly from the Office of Student Financial Services. This form should be returned directly to Wheaton when completed. If the business files a corporate or partnership tax return, we request that you submit a copy of the business tax return along with the Business/Farm Supplement.

The International Student Financial Aid Application (ISFAA)

The ISFAA is used to determine eligibility for funding and is required of all international financial aid applicants. The ISFAA is available on Wheaton's Web site at wheatoncollege.edu/Admin/SFS/.

APPLICATION DEADLINES

While Wheaton attempts to provide financial assistance to all eligible applicants, the college cannot assure that funding will be available for applicants whose files are completed after our deadlines. In order to meet deadlines, U.S. citizens should file the FAFSA and PROFILE applications at least two weeks prior to the deadline. All other required documents must be received by the published deadline for priority consideration for assistance. The financial aid application deadlines are as follows:

	Admission deadline	Financial aid deadline
Fall Entrance	March 1	March 1
Spring Entrance	Nov. 1	Nov. 1

QUESTIONS? CONTACT US:

Office of Admission

800-394-6003 508-286-8251 (outside the U.S.)
 Fax: 508-286-8271
 E-mail: admission@wheatoncollege.edu

Office of Student Financial Services

800-541-3639 508-286-8232 (outside the U.S.)
 Fax: 508-286-3787
 E-mail: sfs@wheatoncollege.edu

Wheaton College
 26 E. Main Street
 Norton, Massachusetts 02766-2322 USA

APPLICATION CHECKLIST FOR TRANSFER CANDIDATES

Use this checklist to make sure that you submit all credentials required for the transfer application process. Please be sure to write or type your name and date of birth (mm/dd/yy) on every non-electronic credential submitted as part of your application.

- Common Application, including personal statement
- \$55 Application Fee
- Wheaton Supplement to the Common Application
- Academic Writing Sample
- Secondary School Report and final high school transcript
- College Transcript(s)
- College Official's Report
- College Mid-Semester Evaluations if currently enrolled
- Two Academic Instructor Evaluations

Required (if applicable)

- English Proficiency: TOEFL or IELTS scores (non-native English speakers only)
- Certification of Finances or bank statement (non-U.S. citizens only)

Optional Credentials

- Standardized Test Scores (SAT, ACT, SAT Subject Tests)
- Personal Academic Portfolio (see instructions)

Financial Aid

- The Free Application for Federal Student Aid: FAFSA (U.S. citizens/permanent residents only)
- CSS PROFILE Application (U.S. citizens/permanent residents only)
- Student and Parent Tax Returns (U.S. citizens/permanent residents only)
- Noncustodial Parent's Statement (if applicable, U.S. citizens/permanent residents only)
- Business/Farm Supplement (if applicable, U.S. citizens/permanent residents only)
- International Student Financial Aid Application (non-U.S. citizens only)

Wheaton College is committed to the principles of Equal Opportunity as defined under federal and state law, and does not discriminate unlawfully on the basis of race, color, creed, disability, national/ethnic origin, age, religion, sex, sexual orientation, or disabled veteran/Vietnam era veteran status in its admission policy, programs, or activities; educational policies; scholarship and loan programs; athletic and other college-administered programs; or employment practices and programs. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Affirmative Action Officer, Human Resources, Wheaton College, Norton, Massachusetts 02766, 508-286-8206.