

# INSTRUCTIONS FOR TRANSFER AND VISITING STUDENT ADMISSION

## TRANSFER PROGRAM

The transfer program is designed for students who have completed one full academic year at another institution, have earned 25–60 credits, and plan to complete their studies at Barnard College. Please visit [www.barnard.edu/admiss](http://www.barnard.edu/admiss) for a Transfer Application checklist and Transfer and Visiting Applicants' Frequently Asked Questions.

*Students who have earned fewer than 25 credits or matriculated at another institution or institutions for less than one year must apply as first-year students.*

## POLICIES

1. Transfer students may bring a maximum of 60 credits to Barnard from another institution. Students who have earned more than 60 credits may apply, but will lose credits earned beyond the maximum of 60 if they enroll. Transfer students must complete at least 60 credits and two years in residence at Barnard to receive their degree.
2. Certain credits from your previous institution may not be recognized by Barnard. Generally, Barnard College credit is granted only for courses in the liberal arts taken at an accredited institution. No credit is given for courses in journalism, business, photography, communications, mass media, or nutrition.

*At the time of admission, an evaluation of transfer credits will be completed by the College Registrar. Evaluations can be provided only if catalogues or copies of the appropriate catalogue pages, including graduation requirements, are provided from all previous institutions.*

3. Students who have been out of high school or taken a leave from college for more than five years should call or e-mail the Transfer Admissions Coordinator to determine if professional references would be appropriate in lieu of a teacher recommendation.

## VISITING STUDENT PROGRAM

The visiting student program is designed for students interested in attending Barnard for either a semester or one year. Students may apply to enter in the fall or spring term. Students entering in the spring will be part of **Spring in New York**, which offers students enhanced academic and cultural opportunities within Barnard and New York City.

## POLICIES

1. Applicants must be degree candidates at other colleges, be currently enrolled in courses, and have completed a full year of study.
2. Visiting students are not eligible for financial assistance and cannot participate in the Barnard-Juilliard Exchange Program, Manhattan School of Music Program, Barnard-Jewish Theological Seminary Double

Degree Program, or any of Barnard's study-abroad or domestic exchange programs.

3. Admission as a visiting student is for no more than one academic year of study.
4. Students may not apply for both transfer student admission and visiting student admission for the same semester.
5. Visiting students will be held to the same academic standards required of all Barnard students. Failure to do so will result in response from the College consistent with standard academic procedures.
6. Visiting students who maintain a grade point average higher than a 3.0 while at Barnard are welcome to apply for transfer admission, but are not guaranteed a place in the transfer class. Applicants are required to follow the procedures as outlined below.

## APPLICATION DEADLINES

### ENTRANCE IN JANUARY 2010

*Deadline: November 1, 2009*

*Notification: Starting December 1, 2009*

### ENTRANCE IN SEPTEMBER 2010

*Deadline: April 1, 2010*

*Notification: Between April 15, 2010, and May 8, 2010*

## APPLICATION PROCEDURE

1. Submit the Transfer version of the Common Application online at [www.commonapp.org](http://www.commonapp.org) or by mail; a printable version may be found at [www.barnard.edu/admiss](http://www.barnard.edu/admiss).

*Use of this form is governed by the License Agreement for Common Application Forms, a copy of which is displayed at [www.commonapp.org](http://www.commonapp.org). Please read this Agreement carefully before using the Common Application.*

2. Submit the Barnard Supplement for Transfer and Visiting Students online at [www.commonapp.org](http://www.commonapp.org) or by mail; a printable version may be found at [www.barnard.edu/admiss](http://www.barnard.edu/admiss).
3. Submit the \$55 application fee online at [www.commonapp.org](http://www.commonapp.org), or send a check or a completed credit card authorization form by mail; a printable version of the form may be found at [www.commonapp.org](http://www.commonapp.org) or [www.barnard.edu/admiss](http://www.barnard.edu/admiss).
4. Request that official transcripts of all college work be sent to Barnard College. If you have attended several colleges, official transcripts must be mailed from each college.
5. Submit one Common Application College Official's Report form to a dean or adviser at the college in which you are currently enrolled. This person must have access to your overall academic record.

6. Submit one Common Application Instructor Evaluation form to a professor in whose class you have been enrolled within the last year.

7. Photocopy the Mid-Semester Report included as part of the Barnard Transfer Supplement and submit a copy to **each** instructor for all college courses in progress. This form can also be found on the Barnard website at [www.barnard.edu/admiss](http://www.barnard.edu/admiss).

### 8. For Transfer Applicants Only:

Request that an official final high school transcript or official GED results be sent to Barnard College.

9. **For Transfer Applicants Only:** Submit results of the College Board SAT **or** the ACT Assessment by the application deadline. Official reports must be mailed directly from the College Board or ACT. SAT or ACT scores are **required** for **all** transfer applicants regardless of the number of credits earned or years since high school.

*The College Board code number for Barnard is 2038. The ACT code number for Barnard is 2718.*

10. **For Transfer Applicants Only:** (Optional) Submit the School Report form to your secondary school college counselor or principal.

11. **For Transfer Applicants Only:** Submit course catalogue(s) from all colleges in which you have been enrolled. Course descriptions should be clearly marked. Clear photocopies of course descriptions are acceptable but must include the appropriate pages listing graduation requirements.

## FINANCIAL AID

Barnard College assists qualified transfer students who demonstrate financial need by providing institutional funds as well as participating in many federal grant and loan programs.

All applicants for financial aid must submit the PROFILE Application to the College Scholarship Service (CSS), the Free Application for Federal Student Aid (FAFSA), and the Barnard College Financial Aid Form. 2009 federal tax returns and W-2 forms should be submitted to Financial Aid by April 1.

*Please note: Students applying for January admission are not eligible for institutional funds. Barnard is unable to assist international transfer students.*

*Deadline: April 1, 2010*

*Notification: Between April 15, 2010, and May 15, 2010*

**Admissions**  
Barnard College  
Columbia University  
3009 Broadway  
New York, NY 10027-6598  
212/854-2014  
212/854-6220 Fax

# BARNARD

**TRANSFER**  
(APSTT)       **VISITING**  
(APSVT)

## BARNARD SUPPLEMENT FOR TRANSFER AND VISITING STUDENTS

**Entrance for Term Beginning:**  January 2010 (Deadline: November 1, 2009)  September 2010 (Deadline: April 1, 2010)

**For Transfer Students Only:** Will you be applying for financial aid?  Yes  No Please note that transfer students applying for January enrollment are not eligible for institutional funds.

### PERSONAL INFORMATION

Name \_\_\_\_\_  
LAST FIRST (LEGAL) MIDDLE NICKNAME

Home address \_\_\_\_\_  
NUMBER / STREET (APARTMENT NUMBER, IF APPLICABLE) CITY / STATE / ZIP CODE OR PROVINCE / COUNTRY

Telephone number (\_\_\_\_\_) \_\_\_\_\_ Fax number (\_\_\_\_\_) \_\_\_\_\_  
AREA / COUNTRY CODE AREA / COUNTRY CODE

Mailing address (if different from above) to be used until \_\_\_\_\_  
MONTH / DAY / YEAR

\_\_\_\_\_  
NUMBER / STREET (APARTMENT NUMBER, IF APPLICABLE) CITY / STATE / ZIP CODE OR PROVINCE / COUNTRY

Telephone number (\_\_\_\_\_) \_\_\_\_\_ Fax number (\_\_\_\_\_) \_\_\_\_\_  
AREA / COUNTRY CODE AREA / COUNTRY CODE

Social Security number    -   -     Place of birth \_\_\_\_\_ Date of birth \_\_\_\_\_  
MONTH / DAY / YEAR

E-mail address \_\_\_\_\_  
PLEASE PRINT CLEARLY. PROVIDE AN E-MAIL ADDRESS YOU CHECK REGULARLY.

If your parent(s) or other relatives, including siblings, have attended or are attending Barnard College, please list them, giving their full name (including maiden name, if applicable), their relationship to you, and their Barnard College class (if known).

\_\_\_\_\_  
\_\_\_\_\_

Have you previously applied for admission to Barnard?  Yes  No

If so, for the semester beginning in:  January \_\_\_\_\_  September \_\_\_\_\_  
YEAR YEAR

as a  First-year student  Transfer student  Visiting student

What action was taken?  Admitted  Wait listed  Denied

**For Transfers Only:** Please indicate if you are applying to any of the following programs. See instructions for more information on these programs:

- Double degree program with The Jewish Theological Seminary (XTC)
- Lesson exchange program with the Juilliard School (Music Division) (XUC)
- Lesson exchange program with the Manhattan School of Music (XMC)

## ACADEMIC INFORMATION

A. List current courses (indicate quarter, trimester, semester, or year).

**Fall:**  Quarter  Trimester  Semester  Year

**Spring:**  Quarter  Trimester  Semester  Year

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B. Please provide the name and contact information of your academic dean or adviser.

<hr/> NAME	<hr/> TITLE / DEPARTMENT
<hr/> TELEPHONE NUMBER	<hr/> E-MAIL ADDRESS

Please provide the name and contact information of the instructor from whom you have requested a recommendation.

<hr/> NAME	<hr/> TITLE / DEPARTMENT
<hr/> TELEPHONE NUMBER	<hr/> E-MAIL ADDRESS

Please respond to each of the following questions. It is crucial that you address all aspects of each question. Please limit your response to a well-developed paragraph. If needed, you may attach separate sheets, making sure to clearly identify your name, college or university, and date of birth or Social Security number on each page.

A. How were you made aware of Barnard College? How do you feel attending Barnard College can help you achieve your personal and educational goals?

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B. How has attending college so far shaped one aspect of your educational and/or personal development?

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C. If you could work for any organization or company, which would you select and why? Have you had any opportunities to work or intern in this field?

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D. If you could plan and lead a college seminar on any subject, what topic would you choose and why?

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E. **For Visiting Students Only:** Which courses do you wish to take at Barnard? Please indicate specific catalogue numbers or general course descriptions.

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F. Please use this space to share any additional information you wish to bring to the attention of the Committee on Admissions. An applicant who is not currently attending college or who was not continuously enrolled in high school or colleges (summer excluded) should use this space to discuss her leave from school.

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I certify that all information contained in this application is my own work and is complete and accurate.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

**Admissions**

Barnard College  
 Columbia University  
 3009 Broadway  
 New York, NY 10027-6598  
 212/854-2014  
 212/854-6220 Fax

**BARNARD****MID-SEMESTER**
 **TRANSFER**     **VISITING**
**MID-SEMESTER GRADE REPORT FOR TRANSFER AND VISITING STUDENTS**

**Please make copies of this form and submit a copy to each instructor in whose class you are currently enrolled.** You should include a stamped envelope addressed to Admissions at the above-listed address.

Name \_\_\_\_\_  
LAST FIRST (LEGAL) MIDDLE NICKNAME

Home address \_\_\_\_\_  
NUMBER / STREET (APARTMENT NUMBER, IF APPLICABLE) CITY / STATE / ZIP CODE OR PROVINCE / COUNTRY

Social Security number    -   -

E-mail address \_\_\_\_\_  
PLEASE PRINT CLEARLY. PROVIDE AN E-MAIL ADDRESS YOU CHECK REGULARLY.

College/university \_\_\_\_\_  
NAME CITY / STATE / ZIP CODE OR PROVINCE / COUNTRY

**I am applying for entrance beginning**
 January 2010 (Deadline: November 1, 2009)

 September 2010 (Deadline: April 1, 2010)

**Family Educational Rights and Privacy Act of 1974.** Under the provisions of this Act you have the right, if you enroll at Barnard, to review your educational records. The Act further provides that you may waive your right to see recommendations for admission. Please sign below if you agree to waive your right of access to this recommendation form. You may be assured that your decision will not affect action on your application.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

**TO THE INSTRUCTOR:**

The student whose name appears above is applying for admission to Barnard College as a transfer or visiting student. We would appreciate your providing us with a candid evaluation of her performance in your class at this time. Please indicate if your assessment is based on any written work or examinations. We invite you to use an additional sheet if the space provided is insufficient. Please complete this form and return it to Admissions at the above-listed address by the deadline checked above.

1. If you were to provide a grade at this time for the student's performance in your class, what grade would you give? \_\_\_\_\_

2. Additional comments (please use reverse side or include an additional sheet, if necessary) \_\_\_\_\_  
 \_\_\_\_\_

3. Course title and semester \_\_\_\_\_

Name (*please print*) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ College/university \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail address \_\_\_\_\_

Thank you.

# IMPORTANT CONTACT INFORMATION

## BARNARD COLLEGE

### Admissions

3009 Broadway  
New York, NY 10027-6598  
212/854-2014  
212/854-6220 Fax  
admissions@barnard.edu  
www.barnard.edu/admiss

### Financial Aid

212/854-2154  
212/854-2902 Fax  
finaid@barnard.edu  
www.barnard.edu/finaid

### The Arthur O. Eve HEOP Scholars Program Office

212/854-3583  
212/854-3870 Fax  
heop@barnard.edu  
www.barnard.edu/admiss/  
support/heop.html

## THE JUILLIARD SCHOOL

### Office of Admissions

60 Lincoln Center Plaza  
New York, NY 10023-6588  
212/799-5000, ext. 223  
212/769-6420 Fax  
admissions@juilliard.edu  
www.juilliard.edu

## THE JEWISH THEOLOGICAL SEMINARY OF AMERICA

### Office of Admissions

3080 Broadway  
New York, NY 10027  
212/678-8832  
212/280-6022 Fax  
lcadmissions@jtsa.edu  
www.jtsa.edu

## THE MANHATTAN SCHOOL OF MUSIC

### Office of Admissions

120 Claremont Avenue  
New York, NY 10027  
212/749-2802  
212/749-3025 Fax  
www.msmnyc.edu

## THE COLLEGE BOARD

### (SAT and TOEFL information)

609/921-9000  
www.collegeboard.com

## AMERICAN COLLEGE TESTING (ACT)

### (ACT Assessment information)

319/337-1000  
www.act.org

## BARNARD/COLUMBIA ATHLETIC CONSORTIUM

### Archery

Derek Davis  
212/854-5156  
dd2148@columbia.edu

### Basketball

Paul Nixon  
212/854-8862  
pen2102@columbia.edu

### Cross-Country

Willy Wood  
212/854-3436  
waw8@columbia.edu

### Diving

Gordon Spencer  
212/854-6922  
gs19@columbia.edu

### Fencing

George Kolombatovich  
212/854-4040  
fencing@columbia.edu

### Field Hockey

Jana Woolley  
212/854-4161  
jw2607@columbia.edu

### Golf

Kari Williams  
212/854-4529  
klw2123@columbia.edu

### Lacrosse

Kerri Whitaker  
212/854-3115  
kw2020@columbia.edu

### Rowing

Melanie Onufrieff  
212/854-2806  
meo2107@columbia.edu

### Soccer

Kevin McCarthy  
212/854-4559  
kjm28@columbia.edu

### Softball

Kayla Noonan  
212/854-2805  
kn239@columbia.edu

### Swimming

Diana Caskey  
212/854-8865  
dbc3@columbia.edu

### Tennis

Ilene Weintraub  
212/854-7296  
ijw2@columbia.edu

### Track and Field

Willy Wood  
212/854-3436  
waw8@columbia.edu

### Volleyball

Jon Wilson  
212/854-9901  
jw2652@columbia.edu

Barnard College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, 215/662-5606. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.

NCSDO B07352 8/09

## APPLICATION FEE CREDIT CARD AUTHORIZATION

I authorize Barnard College to charge the \$55 application fee to the following credit card:  Visa  MasterCard

APPLICANT'S NAME

CREDIT CARD NUMBER

CARDHOLDER'S NAME (PRINTED)

CARDHOLDER'S SIGNATURE

EXPIRATION DATE (MONTH / YEAR)

DAYTIME TELEPHONE NUMBER

DETACH AT PERFORATION AND RETURN WITH APPLICATION.