GUIDE TO TRANSFER ADMISSION
Fairfield University welcomes transfer students from other accredited colleges and universities. Transfer students are admitted for both the fall and spring terms.

The following is intended to guide you through the transfer application process and offer information on making the smoothest transition possible. For more information, visit www.fairfield.edu/transfer.

THE SEARCH
What kind of school is right for you? By now, you may have a better idea of how to answer that question. But there are still many things to consider as you approach your final decision. We suggest you visit our campus, speak with an admission counselor, understand how a Fairfield University experience may be different from your current or previous one, and most of all, determine your educational objectives.

WHEN CAN I VISIT?
The Office of Undergraduate Admission offers regularly scheduled campus visits during certain times of the year. Check our campus visit web page www.fairfield.edu/visitfairfield or call (203) 254-4100 for further information.

THE APPLICATION PROCESS
The following are needed to complete the transfer application. The deadlines are May 1 (fall semester) and November 15 (spring semester):

• Common Application for Transfer Students
• Fairfield University Application Supplement
• Application fee *
• Personal statement/essay addressing why you are seeking transfer
• Official high school transcript
• Official college transcript from all universities attended (whether or not credit was earned)
• Mid-term Grade Progress Report **
• Dean of Students Certification Form **
• Course catalog/descriptions of all classes taken

* The application fee will be waived if you have previously applied to Fairfield University.
** Forms MUST be downloaded from www.fairfield.edu/transfer.

Standardized test scores are no longer required for admission to Fairfield University.

Please forward all application materials to:
Attn: Transfer Liaison
Office of Undergraduate Admission
Aloysius P. Kelley, S.J. Center
Fairfield University
1073 North Benson Road
Fairfield, CT 06824
www.fairfield.edu

Some tips on expediting the application review process:
• Submit course descriptions and/or course syllabi with the application.
• Make an appointment with your dean to have the Dean of Students Certification Form signed. (If you have attended more than one college or university, you must submit a Dean of Students Certification Form from each school.)
• Call ahead to high school and college(s) to request the mailing of transcripts.
• Apply as early as possible so the Admission Office may notify you of any missing components.

If you are missing portions of the application materials, you may print them at: www.fairfield.edu/transfer.

FREQUENTLY ASKED QUESTIONS
Is preference given to applicants who apply for a particular semester?
No. Transfer students are accepted for both the fall and spring terms.

Is there an advantage to applying early?
Although the application deadlines are not until May 1 (fall semester) and November 15 (spring semester), it is helpful to have your application materials in earlier so the Admission Office may notify you of any missing components.

What should I do if I have previously applied?
If you are reconsidering Fairfield University after having previously submitted an application for freshman or transfer admission, you will need to apply as a new transfer student. Instructions and answers to additional commonly asked questions can be found at www.fairfield.edu/transfer.

What if I cannot submit all of my application materials by the deadline?
Only the Common Application and personal statement must be filed with the Admission Office by the published deadline. If there are outstanding application components, the Office of Undergraduate Admission will notify you by letter.
Is an interview required for transfer admission?
An interview is not required, but does provide an opportunity to discuss your goals. It is also helpful in answering questions related to the transfer application process.

How long will it take to learn of a decision?
Review of applications begins in April for fall semester matriculation and in mid-November for spring semester matriculation. Decisions are usually made three to four weeks after an application is complete.

What should my essay/personal statement be about?
Your personal statement should be about any current academic and/or work activities and your reasons for transferring to Fairfield University. If you are not currently taking courses or are on a break from school, please let us know. You are not required to respond to the Common Application questions.

Does my high school have to send another secondary school report form?
No. While the secondary school report form may be included in your Common Application, it is not required. We only request that you submit an official final high school transcript, indicating your graduation date.

What kind of recommendations should I include?
The only recommendation needed is the Dean of Students Certification Form to be completed by your dean of students. You may, however, send written recommendations from sources who may have something valuable to say about your character or academic performance.

What are the mid-term grades used for? What if my college does not issue them?
We use mid-term grades to evaluate your current semester’s progress and to expedite the decision making process. Students who complete the mid-term grade report typically learn of their decision sooner than applicants who wait to submit their final semester grades. If mid-term grades are not received, we may withhold a decision on the application until we have official record of your entire academic history. In every case, an official final semester transcript is required before enrolling in classes at Fairfield University.

How many credits will you accept? How will I find this out?
Providing copies of course descriptions and syllabi with your application assists us tremendously in reviewing your credits for transfer. We make every effort to transfer any credits that appropriately fit the curricula offered by Fairfield University. Students receive a preliminary credit evaluation at the time they are admitted and will finalize these credits with an academic dean at the time of enrollment. Only courses with a grade of “C” or better will qualify for transfer credit.

What if you do not accept all of my credits?
You have the opportunity to catch up on your studies through summer programs offered at Fairfield University or by taking a heavier course load during the academic year.

How do I apply for financial aid? Is there any financial aid available?
All students are encouraged to apply for financial aid. Generally, institutional grant money is available for those who qualify. If you plan on applying for financial aid, you must submit both the FAFSA and CSS Profile Form to their respective processing agencies by May 1 for fall enrollment and November 15 for spring enrollment. The FAFSA website is [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and Fairfield University’s school code is 001385.

The CSS Profile site is [www.collegeboard.com](http://www.collegeboard.com) and Fairfield University’s school code is 3390. It is the student’s responsibility to make sure both forms are received by Fairfield University.

Do you offer housing to transfer students?
For the past several years, we have been able to house all transfer students interested in living on campus. While Fairfield University cannot guarantee on-campus living arrangements for transfer students, we will accept housing requests and make every effort to accommodate students on campus.

If I am admitted, what steps do I take to enroll?
You will receive enrollment information at the time you are admitted. After submitting a deposit, admitted students meet with an academic dean to discuss the final transfer of credits and the registration process for the upcoming semester.

Is there an orientation?
Yes. As a transfer student, you are offered a one-day orientation. This provides an opportunity for you to meet many of our staff and other students, and to familiarize yourself with campus resources. Information about orientation follows the admission notification.

How long will it take me to graduate?
This will be determined by how many credits we formally approve and which degree program you wish to pursue. At least 60 credits must be completed at Fairfield University before a bachelor’s degree is awarded. You will know your academic standing after meeting with an academic dean.