

# Middlebury APPLICATION FOR 2010 TRANSFER ADMISSION

Dear Candidate:

We are delighted you have chosen to apply to Middlebury College. For your convenience, a checklist of information, including application procedures and deadlines, is given below. Financial aid information appears on the following page.

While the following information should answer many of your questions, we encourage you to contact our office if you need any assistance.

Sincerely,  
The Admissions Staff  
Admissions Office  
Emma Willard House  
5405 Middlebury College  
Middlebury, VT 05753  
Phone: 802.443.3000  
Fax: 802.443.2056  
www.middlebury.edu  
E-mail: admissions@middlebury.edu

## Transfer Admissions Criteria

- **TRANSFER STUDENTS MUST USE THE COMMON APPLICATION.**
- The majority of transfer students are admitted as sophomores or first semester juniors. Preference is given to those students who will have completed at least a full year of college course work upon entry.
- Candidates must be in good standing and have at least a “B” average.
- Candidates must plan to complete at least two years’ work (18 courses) at Middlebury.
- Applicants who have not previously taken standardized tests need not take them now.
- Applicants for whom English is not the first language must submit an English proficiency test. (See: Standardized Tests on the Admissions checklist)
- If your college does not give grades, your professors must submit brief written appraisals of your work.
- Middlebury College enrolls up to 25 transfer students in September and 10 transfer students in February. Transfers admitted for February are selected from candidates for the sophomore year.
- An estimate of the time required for graduation will be given upon matriculation, but a final evaluation may not take place until after the student completes a semester at Middlebury.
- A campus visit is the best way to learn about the College, and the Admissions staff strongly encourages those who are able to visit Middlebury. Group information sessions are available throughout the year.

## Admissions Checklist

The following items must be submitted before your file is considered complete:

- Common Application Supplement, Common Application, and Fee.* A nonrefundable application fee of \$65 (U.S. funds) must accompany your application.
- Secondary School Records.* Your secondary school guidance counselor should forward this information directly to the College. Candidates having previously applied to Middlebury College need to submit a **final** secondary school transcript.
- College Transcript(s).* An official transcript from each post-secondary institution attended must be sent directly to the College.
- Current Semester Progress Report Form.* Please ask your current professors for a mid-semester grade and signature to be recorded on the form provided.
- Course Descriptions.* Cut individual course description from the catalog of your present college and attach them to a single sheet of paper. Please do NOT send a catalog.
- Recommendations.* Recommendations from at least one of your college professors and one of your deans should be mailed directly to Middlebury College.
- Standardized Tests.* ACT, AP, IB, SAT I or SAT II (Achievement Test) scores should be sent to the College, if available. Applicants for whom English is not the first language are required to demonstrate their English proficiency by submitting one of the following standardized tests: TOEFL, SAT I Verbal, SAT II Writing, IELTS, CPE, MELAB, APIEL, ELPT or predicted grades in IB A1 or A2 English or in A-level English.

Middlebury College complies with Vermont Statutes Annotated, Title 16, Statute 176, Section 1 (c) (1) (C), which states “that credits earned at the [student’s current] school are transferable only at the discretion of the receiving school.”

## Application Deadlines

Please note application deadlines in the table below.

### For Spring Semester 2010

DEADLINES:  
Common Application (Supplement and Application): November 15, 2009

### Fall Semester 2010

DEADLINES:  
Common Application (Supplement and Application): March 1, 2010

**Note:** If you plan to apply for financial aid, please see the information and deadlines on the following page.

# Middlebury FINANCIAL AID APPLICATION INSTRUCTIONS

## Applying for Financial Aid

The following suggestions will help the application process go smoothly:

- Keep a financial aid file with photocopies of all forms, including signed copies of tax returns, and a record of fees paid to the College Scholarship Service (CSS). These copies will also provide a useful reference when applying for aid in subsequent years.
- Check forms for accuracy, completeness, and signatures.
- Print full name on all forms, tax returns, and documents.
- Respond promptly to requests for further information.

## 2009–2010 Financial Aid Application Deadlines

All materials that apply to each student's financial aid application should be postmarked by the following dates:

SPRING 2010 TRANSFER: November 15, 2009

FALL 2010 TRANSFER: February 1, 2010

## Required Information for all U.S. Applicants

Middlebury College does not have a separate financial aid application for U.S. applicants. For all the documents listed below, use the most accurate figures available and *estimate 2009 figures to meet deadlines*. Complete copies of 2009 tax returns are required before financial aid is credited to a student's account, and estimated aid offers may be revised if figures differ substantially.

### CSS/Financial Aid Profile

You may complete the PROFILE application on line at [www.collegeboard.com](http://www.collegeboard.com). You will need to provide Middlebury's CSS code, which is 3526. *Please complete the PROFILE application as soon as you are able but no later than the appropriate deadline as listed above.* It is not necessary to mail Student Financial Services a printed copy of your PROFILE applications.

### Federal Income Tax Returns

Send signed copies of all pages and schedules of the student's and the student's parents' 2009 federal tax returns, including copies of W-2 forms. If the 2009 returns have not been completed, send copies of 2008 returns and W-2 forms. If the student or either parent did not file a tax return, send a signed statement to that effect and list all sources and amounts of income received in 2009. State tax returns are not required.

### Free Application for Federal Student Aid (FAFSA)

The FAFSA cannot be submitted until January 1, 2010. Middlebury does not require the FAFSA until students learn of their acceptance, after which time it will be necessary in order to finalize aid packages. When completing the FAFSA, use Middlebury code 003691. A paper copy of the form need not be submitted.

## Required if Appropriate

### CSS Noncustodial Parent's Statement and Tax Returns

It is the policy of Middlebury College to require information from both natural parents, whether married or divorced. The noncustodial parent will therefore need to complete the Noncustodial Parent Statement online at [www.collegeboard.com](http://www.collegeboard.com). Instructions will be provided to you when you complete the PROFILE application. The noncustodial parent (and spouse, if applicable) must also submit a signed copy of all pages and schedules of the most recent federal income tax returns, as well as W-2 forms. Business information (see below) must also be submitted if the noncustodial parent or spouse is self-employed or holds an interest in a business or farm.

If either one of your parents or stepparents file a Schedule C, E, or F with their federal tax return, or hold an interest in a partnership or corporation, they must complete the Business/Farm Supplement.

### Estates and Trusts

If the student, parents, or other children are beneficiaries of an estate or trust, submit information regarding the terms and distribution of the funds, as well as any additional relevant documentation.

### Canadian Applicants

Complete the CSS PROFILE form discussed above and provide Canadian tax returns in place of U.S. tax returns.

### International Applicants

These students must submit an International Student Financial Aid Application (available through the CollegeBoard at [www.collegeboard.com](http://www.collegeboard.com)) and statements (in English) from the employers of each parent, listing income and benefits received during 2009.

## Required if Appropriate

If your biological parents are divorced or separated, your noncustodial parent must complete the Noncustodial Parents Statement.

If either parent is self-employed, he/she must complete a Business/Farm Supplement.

## Questions

For more information about any aspect of the financial aid program, please contact:

Student Financial Services  
Meeker House  
5400 Middlebury College  
Middlebury, VT 05753  
Telephone: 802.443.5158  
Fax: 802.443.2065  
E-mail: [studentfinancialservices@middlebury.edu](mailto:studentfinancialservices@middlebury.edu)