

We greatly appreciate your interest in Columbia and look forward to receiving your completed application. Please be sure you are familiar with the "Statement to All Candidates" before filling out the forms.

You should print and retain copies of any document you submit as part of your application.

No paper applications are available and the application cannot be downloaded.

Transfer students may apply to Columbia after one or two years of college coursework. To obtain a degree, students must spend two full years at Columbia regardless of the amount of transfer credit granted. A minimum of 24 credits is necessary to apply for transfer admission. A maximum of 64 credits may be awarded. Students are advised, if at all possible, to seek transfer for their sophomore year.

After an application is submitted, the applicant should receive a confirmation e-mail indicating successful submission. At a later date, the applicant should receive an acknowledgement e-mail that will provide a unique applicant ID number. With this ID number, the applicant is expected to track the status of the submitted application and the receipt of all associated documents using our online tracking system: www.studentaffairs.columbia.edu/admissions.

Please note that Columbia reserves the right to evaluate an application and render a final decision even if all pieces of the application have not been received.

TO APPLY:

1. Application for Transfer Admission 1 provides your simple autobiographical data and should be submitted no later than March 15. The application fee is \$70. This fee covers processing costs and can be neither refunded nor credited against later charges.

You must be sure to indicate which school you are applying to: Columbia College or The Fu Foundation School of Engineering and Applied Science (SEAS). You may not apply to both schools simultaneously.

2. Application for Transfer Admission 2 is your chance to tell us a great deal more about yourself. Your Application for Transfer Admission 2 must be submitted by March 15.

3. Either download the **Statement of Good Standing** and give it either to the Dean of Students or to another appropriate official at your current

school or follow the directions for the form to be completed and submitted online. The official must submit the completed form by March 15.

Request from the registrar or other appropriate official at your current school (and at any other colleges or universities at which you have also been enrolled since completing secondary school) an official transcript showing all courses completed (and grades received) and have it mailed to the Office of Undergraduate Admissions.

4. Arrange for your secondary school to send an official transcript directly to the Office of Undergraduate Admissions.

5. Either download the **Faculty Report** form or follow the directions for the form to be completed and submitted online. The form should be given to an instructor who knows your work well and can speak to your ability to meet the rigorous academic demands at Columbia. This must be someone who has taught you in an academic discipline. **Engineering candidates, please note: the Faculty Report must come from a professor of physics, chemistry or mathematics.** The Faculty Report should be submitted by March 15.

6. Please gather all catalog descriptions and syllabi of your college and university courses. These do not need to be mailed with your application, but may be requested if you are admitted to Columbia.

7. You must take or have taken the SAT Reasoning Test or the ACT Assessment. If you have previously taken any SAT Subject Tests then these scores must also be reported to Columbia. SAT Subject Tests are not required if you have not already taken them.

Addresses at which you may register with either the Education Testing Service (known as ETS, which administers the SAT) or the American College Testing Program (which administers the ACT) appear under Important Contact Information.

You must be sure to request that your scores be reported directly to Columbia every time you take a standardized test. The appropriate ETS codes are 2116 for Columbia College and 2111 for SEAS; the ACT codes are 2717 for Columbia College and 2719 for SEAS. Columbia reserves the right not to evaluate a candidate whose scores are not reported directly by the testing agency.

For more information about the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS), see application instructions for Foreign and International Transfer Students.

NOTIFICATION

You will be notified of the Admissions Committee's decision **by mid-May**. Admission to Columbia is contingent upon the receipt of a satisfactory final official transcript from your previous college or university.

HOUSING

You are guaranteed campus housing when you enter as a transfer student. If admitted, you will apply for housing on-line.

DOUBLE DEPOSITS

We view the practice of holding a place at more than one college (double-depositing) as improper and unethical. If you are found to have done so you may be in danger of being withdrawn from the class.

DEFERRAL POLICY

The University does not permit students entering as transfers to defer their offer of admission.

POLICY ON SUBMITTING SUPPLEMENTAL MATERIALS

While we request that the submission of supplementary credentials be kept to a minimum, there may be occasions where such credentials provide information that the standard application does not. As a result, some recommendations are detailed below. Please note that we specifically ask that you do not send collections of award certificates and the like and explicitly direct that you refrain from submitting your application in a binder or folder. Please be sure to include your name, Columbia ID number (if applicable), and secondary school on each item you provide and understand that such materials become part of your application and cannot be returned to you.

Creative and Performing Arts: If you are considering a major in Architecture, Dance, Drama and Theatre Arts, Film Studies, Music, or Visual Arts, or if you wish to contribute to the creative and performing arts community at Columbia through extracurricular involvement, you may provide supplementary credentials and materials (such as compact discs, slides, or professional resumes) that reflect your artistic ability and commitment. Please follow the directions below to submit the appropriate supplement for the appropriate interest. Note that we are unable to return materials to you.

Music: Musical performance compact discs should include two works contrasting in period and tempo. The disc should clearly indicate the type of submission: jazz or classical, voice or instrumental (please indicate the instrument). The disc must list the composers, name of the works, and any movement titles or opus numbers. Discs should be limited to no more than 20 minutes in length and should not include any biographical or introductory material.

Visual Art: Artistic slides should be kept to one page and highlight the best work in your portfolio. Please note that while professional resumes that detail your artistic involvement in dance, film, or theatre are welcome, digital video discs (DVD) and video cassette tapes (VHS) will not be reviewed. Finally, please be advised that while we welcome the submission of such credentials (providing they follow the directions outlined above) and we often request that our faculty evaluate submitted supplements, we can provide no guarantee that such materials will actually be reviewed or evaluated, as they are not required for the admission process.

Science and Engineering: If you have been involved in scientific research and you are interested in pursuing a career in the sciences or engineering at Columbia, we welcome a one- to two-page scientific abstract you may provide for our review.

TRANSFER CREDIT

To enter either Columbia College or The Fu Foundation School of Engineering and Applied Science as a transfer, you must bring the equivalent of a minimum of 24 Columbia credits from your previous institution(s). If you will not have attained 24 credits upon entering Columbia, you are not eligible to apply as a transfer; you must apply as a first-year, using the first-year application instead.

At least 124 points are required for graduation from Columbia College; at least 128 are required for graduation from The Fu Foundation School of Engineering and Applied Science. Since Columbia requires that a minimum of 60 points toward the degree be earned at Columbia, you may not enter with more than 64 points in Columbia College or with more than 68 points in The Fu Foundation School of Engineering and Applied Science. Credit granted on the basis of Advanced Placement, International Baccalaureate or other standardized examinations will count towards the 64 or 68-point maximum. Note that Columbia University does not grant credit for any college courses that you took before graduating from high school.

A credit review of your courses is conducted when you are admitted. The Transfer Credit Evaluation (TCE) will indicate the number of credits accepted and possible exemptions. Definitive credit determination will be made when you have begun classes and a final official transcript has been received at Columbia. Further conversations with your academic advisor and major department may be necessary as well.

The minimum grade necessary for credit is C-. Credits earned on the quarter system will be multiplied by 2/3. No credit is granted for courses voluntarily taken on a Pass/Fail or Credit/No Credit basis. No credit is granted for courses in business, education, communications, journalism or other subjects taught only in professional schools at Columbia.

If a candidate for Columbia College, you should also be aware that if you enter with more than 45 points, you are not eligible to receive any further credit for work done when not registered at Columbia.

Columbia College Requirements

The following is a breakdown of Columbia College requirements:

The Core Curriculum: There are four central courses in the Core Curriculum: Literature Humanities, Contemporary Civilization, Art Humanities and Music Humanities. It is unlikely that a petition for exemption from any of these four courses will be approved. A student choosing to petition for exemption from these courses must supply course syllabi. Even if you have completed a course similar in content, Columbia believes these courses form a cornerstone of your education. You may have read a number of the works under consideration, but you may not have had the opportunity to discuss them in a small seminar setting among so diverse a population of students. These courses characterize the Columbia education, as they have done for almost a century, and may well be among the best courses you take during your tenure here.

Global Core: This two-semester requirement is meant to build on your studies in the Core by going beyond the primarily Western focus of the core courses. Topics for these classes include art, music, history, political science, anthropology, etc. In order to gain exemption from this requirement, you may submit courses for review once you arrive. There is a good chance that

your petition will be approved if you have taken courses similar in focus and content.

University Writing: This is a one-semester requirement in English composition. You will be exempt from this requirement if you have completed an expository writing course. Literature courses do not count. Students who have not taken a writing class are encouraged, once they arrive on campus, to take an exam for evaluation and placement. In some situations, students with an exceptionally strong background in writing may be exempted from this requirement.

Foreign Language: Students must be proficient in a foreign language to the level of four college semesters. Some bilingual entering students may be exempted from this requirement if they completed high school at a non-English speaking school. Others will have completed four terms in a language at their previous institution. (Note: it must be four terms in the same language.) Still others may receive exemption from AP or SAT subject test scores as required by the specific department. All students will have the opportunity to sit for a placement exam upon arrival.

Science: Students must complete three terms of science. Students may receive exemption for previous science work, but at least one of the three required courses must be completed at Columbia. Students must complete the Frontiers of Science course at Columbia.

Physical Education: Two units of physical education are required. Participation on an athletic team for two or more terms will exempt students from this requirement, as will graded units of PE from a student's previous institution. However, transferred PE credits will not be counted toward the total number of points needed to graduate. All students are also required to pass a swimming test or take beginning swimming for one term to fulfill the swimming requirement.

Academic Major/Concentration: Students must select either a major or a concentration (representing fewer courses than a major) in one academic discipline by the end of the sophomore year. An adviser will discuss this as one of many issues with each entering student. Upon declaring a major or concentration, you will be assigned to a member of that department who will act as your academic advisor. The Columbia College bulletin sets forth the requirements for each major and concentration in great detail. Students are encouraged to review this section and to

gather all syllabi from their previous institutions that may grant them exemption from requirements within the department or in related departments; e.g., a sociology course as a related course for the political science major must be reviewed and approved by both departments. You can calculate how many credits (points) will transfer; however, you will most likely NOT know which courses within a discipline you will receive exemptions for until you arrive on campus and consult the department. Please note that if you wish to get exemption from any requirements for courses already taken, you must submit course syllabi upon admission.

Fu Foundation School of Engineering and Applied Science Requirements

The following is a breakdown of The Fu Foundation School of Engineering and Applied Science requirements.

The first and second years of the four-year undergraduate degree program are planned for students entering as freshmen. Transfer students will need to fulfill all of these requirements either once they arrive or through transferred credit.

Mathematics, Physics and Chemistry: There are a number of courses in mathematics, physics and chemistry which are required as part of the program for a student's first two years. To gain exemption from these requirements, you must submit course syllabi to the department for review.

Computer Science: There is a one-semester requirement in computer programming language which varies depending on your intended major. Programming in C is required of majors in industrial engineering and operations research. An introductory computer science course taught in C is required of majors in computer science, computer engineering and electrical engineering. Java is required for all other majors. To gain exemption from this requirement, you must submit course syllabi to the department for review.

Nontechnical Electives: 27 credits in non-technical disciplines are required. Some nontechnical electives are prescribed as follows; others are elective. You may be exempt from the elective nontechnical courses provided the courses you have taken are similar in focus and content to a course offered at Columbia.

The Core Curriculum: Engineering students are required to take 1) either Literature Humanities, Contemporary Civilization or a two-course Global Core sequence AND 2) either Art Humanities or Music Humanities. It is unlikely that a petition for exemption from these courses will be approved. A student choosing to petition for exemption from these courses must supply course syllabi. Even if you have completed a course similar in content, Columbia believes these courses form a cornerstone of your education. You may have read a number of the works under consideration, but you may not have had the opportunity to discuss them in a small seminar setting among so diverse a population of students. These courses characterize the Columbia education, as they have done for almost a century, and may well be among the best courses you take during your tenure here.

Economics: There is a one-semester requirement in economics, preferably in the Principles of Economics. You will be exempt from this requirement if you have completed a course similar in content.

University Writing: This is a one-semester requirement in English composition. You will be exempt from this requirement if you have completed an expository writing course. Literature courses do not count. Students who have not taken a writing class are encouraged, once they arrive on campus, to take a placement exam for evaluation and placement. In some situations, students with an exceptionally strong background in writing may be exempted from this requirement.

Physical Education: Two units of physical education are required. Participation on an athletic team for two or more terms will exempt students from this requirement, as will graded units of PE from a student's previous institution. However, transferred PE credits will not be counted toward the total number of points needed to graduate.

Academic Major: Students must select a major in one academic discipline by the end of the sophomore year. An advisor will discuss this as one of many issues with each entering student. Upon declaring your major, you will be assigned to a member of that department who will act as your academic advisor. The Fu Foundation School of Engineering and Applied Science bulletin sets forth the requirements for each major in great detail. Students are encouraged to review this section and to gather all syllabi from their previous institutions that may grant them exemption from requirements within the department or in related departments. You can calculate how many credits (points) will transfer; however, you will most likely NOT know which courses within a discipline you will receive exemptions for until you arrive on campus and consult the department.