

## Undergraduate Online Application Transfer

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### Instructions:

1. Complete **Transfer On-line Application Form**
2. Complete **Signature Page** and forward with **\$50.00 Application Fee** as soon as possible, but no later than posted deadlines.
3. Complete **Personal Essay** and forward with **signature page and fee.**
4. Send **Transcripts** of all high school and any college courses.

#### \*Transcripts

Please submit official transcripts from high school and any colleges attended to:

**Springfield College, Admissions Office, 263 Alden Street, Springfield MA 01109-3797**

5. Obtain one **Personal Reference.**

#### \*Personal References: **Personal Reference Form**

The attached personal reference is necessary to fully complete your admissions requirements. References should be someone other than a relative, such as a teacher, employer, or other individual who knows you well.

If you are seeking admission to the Physical Education program, an additional reference will be sent to you by the Admissions Office upon receipt of your application.

6. Schedule **Personal Interview** with Springfield College.

#### \*Personal Interview: **Alumnus(a) Interview Report Form**

All applicants are encouraged to schedule an interview. Appointments can be made by contacting the Admissions Office between 8:30 A.M. and 4:30 P.M. Monday through Friday. Those students from a considerable distance who are unable to visit the campus should contact the Admissions Office to make other arrangements.

7. Obtain and complete College Scholarship Service Profile Application and the Free Application for Federal Student Aid (FAFSA).

#### \*Financial Aid Deadlines

Financial aid applicants must obtain the Free Application for Federal Student Aid (**FAFSA**) and the College Scholarship Service (CSS) Financial Aid PROFILE Application. The **FAFSA** and **CSS PROFILE** must be centrally processed and should be filed with the designated processor at least four weeks prior to the financial aid deadline. Deadline for receipt of all credentials in the Financial Aid Office is May 1 for transfer candidates. The CEEB code for Springfield College is 3763. The Federal code is 002211.

# SPRINGFIELD COLLEGE

Please feel free to contact us if you have any questions or concerns. All correspondence should be addressed to:

**Springfield College, Office of Admissions, 263 Alden Street, Springfield, MA 01109-3797**

We have a toll-free telephone number you can call anytime between 8:30 A.M. and 4:30 P.M. Monday through Friday (EST). That number is (800) 343-1257.

## The Transfer Signature Page

### Statement of Understanding:

I hereby give permission to Springfield College to use, in publications, press releases, and other promotions, my name and any photograph or video footage in which I may appear.

I understand that falsification of any information on this application and its credentials will make me ineligible for admission or subject to later separation if enrollment is affected.

**Signature:**

**Date:** \_\_\_\_\_

This application is incomplete unless signed.

Please return your completed application and a **\$50 application fee** to:

**Springfield College  
Office of Admissions  
263 Alden Street  
Springfield, MA 01109-3797**

## Transfer Personal Essays

**It is our hope to get to know you as well as possible through this application. Please submit on a separate sheet of paper a response to the following question.**

**1. Please comment on the aspects of your life which have led you to select your intended major and why you believe Springfield College will meet your educational needs.**

**Transfer Application Checklist**

- 1. On-line Transfer Application Form \_\_\_\_\_
- 2. Personal Essay with Signature Page & \$50 Application Fee \_\_\_\_\_
- 3. Official Transcript \_\_\_\_\_
- 4. Personal Reference \_\_\_\_\_
- 5. College Scholarship Service Profile & Free Application for Federal Student Aid (FAFSA) \_\_\_\_\_

**Springfield College  
Office of Admissions  
263 Alden Street  
Springfield, MA 01109-3797**