

TRANSFER APPLICATION CHECKLIST

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- 1. Application Forms**
- Part 1** **Part 1** of the Application and the application fee should be mailed as soon as you have decided to apply to Macalester. Upon receipt of this form, we will establish a file for you and the rest of your application credentials.
- Part 2** **Part 2** must be completed and postmarked by the appropriate deadline (see table on inside front cover). Be certain to make a copy for your records.
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- 2. Application Fee** **Online:** If you apply online, do not pay until you are prompted as part of the online process.
- Paper:** If you complete one of the paper options, you must submit your fee by check. Each applicant must pay a \$40 non-refundable application fee or receive a fee waiver. Checks or money orders should be made payable to Macalester College. In cases of financial hardship, the fee may be waived. Requests for fee waivers **must be signed by the Dean of Students** and must explain why a fee waiver would be appropriate.
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- 3. Essays** Submit your essays with the application form; print your name on each page.
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- 4. Athletic and Art/Music Supplements** Complete and return the Athletic Supplement and/or the Art/Music Supplement if these areas are important to you. Return the athletic supplement **only** if you plan to participate in inter-collegiate sports in college.
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- 5. College Report (Dean of Students Evaluation)** Fill in the top portion of this form and give it to the Dean of Students at your current or most recent college to complete and mail to Macalester. Be sure to give her/him ample time to complete the form prior to the application deadline.
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- 6. College/University Transcript** You must have an **official** transcript of all college-level coursework sent to Macalester. A transcript issued to the student is **not** considered official. You must have transcripts sent from **all** colleges you have attended.
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- 7. Secondary School Transcript** Request that your secondary school send Macalester an official final transcript of your classes and grades beginning with 9th grade. If you attended more than one high school, check to make sure **all** years are included on the most recent transcript.
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- 8. Faculty Recommendations** Complete the top portion of both Teacher Recommendation forms and ask two professors to complete them and send them to Macalester. If you have been out of college for more than one academic year and have difficulty obtaining an academic recommendation, contact the Director of Transfer Admissions at Macalester to explain your situation.
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- 9. Admission Tests** You must request that scores from either the Scholastic Assessment Test (SAT I) or the American College Test (ACT) be sent to Macalester College. Results from SAT II subject tests are not required, but will be considered if submitted. Macalester's identification codes are: SAT (6390) and ACT (2122). Students whose native language is not English must also submit the results of the Test of English as a Foreign Language (TOEFL).
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- 10. Financial Aid Forms** See Financial Aid Instructions.
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- 11. Common Application** If you are using the Common Application, you must complete the Macalester Common Application Supplement.
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- 12. Acknowledgement of Application Receipt** An acknowledgement card is attached to the back cover of this application. If you wish to receive acknowledgement of our receipt of your application, print your name and return address on the card and include it with your application. We will mail it back to you as confirmation that we have received your application. If you have not received this card within two weeks of sending us your application, you should call our office immediately.