

# Application Checklist: Transfer Students

NEW COLLEGE ADMISSION



We've made it easy to apply to New College at St. Edward's University. And, to help you keep track of your application materials in time for application deadlines, we've created this handy checklist as a guide.

- Complete Application for Admission form (paper or online).
  - Paper application Date sent \_\_\_\_\_
  - Online application Date sent \_\_\_\_\_
  
- Order official academic transcripts from every college or university you attended. If you have not attended college before, we will need a transcript from the high school where you graduated.  
*Transcripts must be no more than a year old and received in a sealed envelope from the institution with a registrar's seal, unless being sent electronically through official means.*  
**College/University**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Date sent \_\_\_\_\_  
Date transcript requested \_\_\_\_\_  
\_\_\_\_\_
  
- Provide a current résumé or detailed work history. Date sent \_\_\_\_\_
  
- Pay the \$45 application fee. Date sent \_\_\_\_\_
  
- Write your essay.  
*Visit [www.stedwards.edu](http://www.stedwards.edu) for free essay tips.* Date sent \_\_\_\_\_
  
- Send letters of recommendation (optional).  
*These should be from people who know you well enough to speak to your preparedness for college. There is no standard form to complete, but letters should be provided on letterhead.* Date sent \_\_\_\_\_
  
- If you've taken CLEP or Advanced Placement tests, request your original test scores. Date sent \_\_\_\_\_
  - CLEP  
[clep.collegeboard.org](http://clep.collegeboard.org) Date sent \_\_\_\_\_
  - Advanced Placement  
[www.collegeboard.com/student/testing/ap/about.html](http://www.collegeboard.com/student/testing/ap/about.html)  
*Contact the Educational Testing Service at 800-257-9558 for CLEP scores and 609-771-7300 for AP scores. Our institutional code is 6619.* Date sent \_\_\_\_\_

## SPECIAL NOTICE

In accordance with Texas Senate Bill 1107, all new students under the age of 30 at the start of classes must have had a bacterial meningitis vaccination at least 10 days before the start of classes and within five years of the start of classes. Admitted students will need to provide documentation directly to the Health and Counseling Center showing that they have met this requirement prior to registering for classes. More info at <http://think.stedwards.edu/healthcounseling> or 512-448-8686.