

## Transfer Application Checklist, Timeline and Campus Visit Information: Undergraduate Daytime Program

If you are beginning your search or have decided that Samford is the place for you, please know that the Office of Admission is dedicated to helping you navigate the transfer process. Transfer students generally receive favorable admission review when they present a minimum cumulative 2.50 grade point average on all college-level course work, provided they have attempted at least 24 semester credits, or 36 quarter credits, at institutions accredited by one of the regional accrediting agencies. Please contact the transfer admission counselor with questions.

### Application Checklist

Transfer students with **less** than 24 semester hours or 36 quarter hours complete as of the day they apply need to submit the following items to Samford for general admission to the university:

- Application
- Personal Essay
- Leadership Résumé
- Official ACT and/or SAT scores (sent directly from the testing agency)
- Official high school transcript (sent directly from the institution)
- Official college transcript (sent directly from the institution)
- Completed academic recommendation form
- \$35 nonrefundable application fee

Transfer students with **more** than 24 semester hours or 36 quarter hours complete as of the day they apply need to submit the following items to Samford for general admission to the university:

- Application
- Personal Essay
- Leadership Résumé
- Official college transcripts from every college or university attended (sent directly from the institution(s))
- Completed academic recommendation form
- \$35 nonrefundable application fee

### Admission Notification

Once a student's file is complete, an official admission decision is typically received via postal mail within two weeks.

### Application Deadlines

Samford University welcomes transfer students at the beginning of any term. Although there is no formal admission deadline, applicants are encouraged to complete the process as soon as possible. Delays in the admission process could adversely affect other processes important to eventual enrollment, including advising, registration and financial aid. The dates below are recommended application dates. Applications received after the recommended submission dates **will** be accepted and reviewed for admission.

Academic Term	Recommended Application Date
Winter 2010	November 1, 2009*
Spring 2010	December 1, 2009*
Summer 2010	May 1, 2010*
Fall 2010	July 1, 2010*

\*Please note that these dates are recommended for *general admission* to the university. Academic departments, programs and schools may require students to meet additional admission requirements, and submit additional applications and/or auditions for admission (i.e. nursing, education, pharmacy, arts). Check with the department, program or school to ensure that you are aware of additional admission requirements and deadlines.



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205-726-3673 or 1-800-888-7218  
205-726-2171 fax  
[www.samford.edu/admission](http://www.samford.edu/admission)

## Campus Visit Information

Samford offers a variety of campus visit options allowing students to experience firsthand what Samford has to offer. It is highly recommended that transfer students schedule appointments with both an admission counselor and an academic adviser. To have the most productive meeting with an academic adviser, prospective students can have the transfer admission counselor complete a Preliminary Transfer Credit Evaluation Worksheet [PTCEW]. Completing a PTCEW requires that students submit copies of either their unofficial or official transcripts to the transfer admission counselor two weeks prior to visiting campus.

The PTCEW is an **unofficial** evaluation of a prospective student's course work. **Note:** The PTCEW is conditional pending the receipt of official transcripts from all transfer institutions and credit by examination agencies and review by the transfer credit analyst in the Office of Student Records. The Office of Admission asks for two weeks notice to plan an optimal campus visit. Below is a list of campus visit options:

- Campus Tour: Campus tours are available Monday through Friday at 8 a.m., 9:30 a.m. and 2 p.m. A tour also is offered Saturdays at 9:30 a.m.
- Meet with an admission and financial aid counselor
- Meet with a professor or departmental adviser
- Visit a class

To schedule a campus visit, call 1-800-888-7218 or e-mail [admissionsscheduling@samford.edu](mailto:admissionsscheduling@samford.edu).

## Credit by Examination (i.e. AP, CLEP, IB)

Students may receive college credit by taking AP, CLEP and IB examinations. Please ensure that score reports are sent to the Office of Student Records for evaluation, even if the credit appears on your official transcripts. For more information concerning minimum scores and credit received, please consult the university catalog.

## 2009–2010 Academic Calendar

Academic Term	Classes Begin
Winter 2010	January 4
Spring 2010	January 25
Summer 2010	June 1
Fall 2010	August 30

The complete 2009–10 academic calendar is available at [www.samford.edu/groups/sturec/acadcalendar.html](http://www.samford.edu/groups/sturec/acadcalendar.html).

## Questions

Questions regarding the transfer or application process should be directed to David Conrad, transfer admission and financial aid counselor, at [dhconrad@samford.edu](mailto:dhconrad@samford.edu) or 205-726-4176.