

## APPLICATION INSTRUCTIONS

- Included in this application are all the necessary forms to apply for admission to the Elisabeth Kaiser Davis Degree Program.
- Financial Aid forms are **not** included. Please request these forms directly from the Office of Student Financial Services.
- **The application fee is waived if you apply online** at [www.wellesley.edu/admission/application.html](http://www.wellesley.edu/admission/application.html)

If you mail your application, please include an application fee of \$50 or a letter verifying the need for a fee waiver.

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### Deadlines **U.S. citizens: March 1** **International students: January 15**

Applications are considered once a year for fall semester entrance only. Notification of the admission decision from the Board of Admission will be mailed by early April. No application will be considered until all materials listed below are received. You are responsible for making sure all documents reach our office by the deadline.

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## Required Credentials

### 1. Application Part I and Part II

Please return Part I, along with your check or fee waiver request, as early as possible before the March 1 deadline. By submitting part I early, the Board of Admission can begin to process your application and keep you updated on missing credentials. Part II of the Application is due by March 1.

### 2. Application fee

**The application fee is waived if you apply online.** If you apply by mail, the application fee of \$50 should be drawn on a U.S. bank, made payable to Wellesley College, and sent to the Board of Admission, Wellesley College, 106 Central Street, Wellesley, MA 02481-8203. An applicant requesting an application fee waiver should enclose a letter from a counselor or a financial aid officer explaining the need for a waiver.

### 3. Resume

Wellesley requires that you submit an up-to-date resume with your completed application form.

### 4. Secondary School Transcript

Please submit an official transcript from the high school from which you graduated. If you received a High School Certificate of Equivalency, please submit official G.E.D. scores and a high school transcript for the years you attended. A form for requesting your high school transcript is enclosed and should be sent to your high school after checking with the school for procedures and fee information.

### 5. College Transcripts

Please submit official transcripts from all colleges and universities you have attended. A form for requesting this information is enclosed and should be sent to the Registrar of the colleges you attended. You should check with the school for procedures and fee information before requesting a transcript. Transcripts must be sent directly from the college.

### 6. Interview

A personal interview is required for all Davis Degree applicants. Please make your appointment *at least two weeks before the application deadline of March 1.*

You may call the Board of Admission at 781-283-2270 to make an appointment at any time during the year, prior to the application

deadline. Or, if you live outside of Massachusetts, we can usually arrange an alumna interview off campus. You may have only one interview.

### 7. Three Recommendations

Please send a recommendation form to each person you have listed as a reference on the application. Recent academic recommendations are the most helpful for the admission committee. If you have been out of school for several years and are therefore unable to obtain academic recommendations, you may submit a recommendation from an employer or supervisor in community activities where you have worked. Recommendations from friends and relatives are discouraged. *Three recommendations are required.*

### 8. Form for Transfer Credit

This form must be completed by any applicant who is applying for transfer credit. Please list the courses that you will be taking during the spring semester or summer term on this form and return it to our office by the deadline date.

#### Students for whom English is a Second Language

A high level of fluency in all areas of the English language—including reading, writing, and speaking—is required of all applicants, since Wellesley does not offer courses in intensive English or in English as a Second Language (ESL).

The TOEFL (Test of English as a Foreign Language) is strongly recommended for all students for whom English is not their first language and who have been studying in English for less than five years.

Please indicate the date you took/will take the exam; all exams must be taken by the January 15 application deadline for international applicants.

Information about registering for the TOEFL may be obtained by writing or calling: TOEFL/TSE Services, P.O. Box 6151, Princeton, New Jersey 08541-6151 USA. The telephone number is 609-771-7500, and the fax number is 609-771-7100. Or you may visit the TOEFL website at: [www.toefl.org/](http://www.toefl.org/).

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### Optional Credential

#### Arts Background Supplement

Candidates are welcome to submit audiotapes/CDs of music performances or art on 35mm slides. The material will be evaluated by the appropriate department and will not be returned to the applicant. Videos will not be reviewed. Please include the Arts Background Supplement Form when submitting your materials. To download this form, go to [www.wellesley.edu/Admission/pdf/AppArtsSupp.pdf/](http://www.wellesley.edu/Admission/pdf/AppArtsSupp.pdf/).

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### Transfer Credit

#### Course Descriptions and Degree Requirements

You must submit official course descriptions and a statement of degree requirements for all courses for which you expect to receive transfer credit. The descriptions and degree requirements must be from the period of time you were enrolled. If you have a catalog from the year in which you took the courses, you may photocopy this information yourself. If not, it is your responsibility to assure that all information is sent from the Registrar of the institution. You may request this information when you mail the enclosed Form for College Transcript requesting your transcript.

#### Transfer Evaluation

The College will accept for transfer credit only those courses that are comparable to courses offered in the liberal arts curriculum at Wellesley, and for which a grade of C or better was earned at an accredited college or university. Wellesley does not accept credit for distance learning or Web-based courses.

Accepted candidates will be sent a tentative evaluation of their credit status soon after the time of admission. You must complete 16 units (64 semester hours) at Wellesley in order to receive a Wellesley degree.

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### Fees

The current costs for the Davis Degree Program are located on the Student Financial Services website at [www.wellesley.edu/SFS/StudentAccounts.html](http://www.wellesley.edu/SFS/StudentAccounts.html)

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### Financial Aid

**To be considered for Wellesley College funds, you must file your Financial Aid Application prior to receiving your admission decision.**

Financial Aid at Wellesley is handled through the Office of Student Financial Services (SFS) rather than the Office of Admission in order to insure admission according to ability rather than financial considerations.

As a Davis Scholar applicant, you must file the following four documents in order to apply for financial aid:

1. **Wellesley College Financial Aid Application for Davis Scholars**
2. **Free Application for Federal Student Assistance (FAFSA)**
3. **Financial Aid Profile of the College Scholarship Service (CSS)**
4. **Complete copies of your latest federal income tax return filed with the Internal Revenue Service, along with your spouse's return (if married)**

#### For More Information and To Obtain Forms

All questions concerning financial aid should be directed to the Office of Student Financial Services (SFS) at the College. You may obtain financial aid forms by calling SFS at 781-283-2360, or you may download forms from the SFS website at: [www.wellesley.edu/SFS/](http://www.wellesley.edu/SFS/).

#### Deadlines

The deadlines for filing the various required forms range from January 15 to March 1. The complete list of deadlines is included with the Financial Aid Application materials. Check the SFS website for this information.

#### Notification

Applicants will be notified of the action on their financial aid application at the time they receive the admission decision from the Board of Admission. For all U.S. citizens and permanent residents of the U.S., admission decisions are made without regard to an applicant's request for financial aid.

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### For International Students Only

**Financial aid is available for only a limited number of international students.** Therefore, admission is highly competitive for students who apply for financial assistance. Wellesley's established policy for international students who apply for financial aid is to accept only those students for whom the College can provide the necessary financial support.

For international students, three documents are required:

1. **Wellesley College Financial Aid Application for Davis Scholars**
2. **Foreign Student Financial Aid Form published by the College Scholarship Service (CSS)**
3. **A translated photocopy of the most recent income tax return filed with the government or Employer's Statement of Income**