THE BASICS

APPLICATION DEADLINES

For students applying to the  
**SPRING 2016** entering class  
**October 15, 2015**

For students applying to the  
**FALL 2016** entering class  
**March 15, 2016**

LATE CONSIDERATION  
Applications received after the listed dates will be considered late and will be reviewed on a space-available basis only.

*The Common Application and Chapman University Questions (and departmental Portfolio, if applicable) must both be submitted online by 11:59 p.m. (Pacific Time) on the appropriate deadline. Documents that are sent to our office must be postmarked by the appropriate deadline.

STARTING THE JOURNEY TO BECOMING A PANTHER:

- **VISIT** [CommonApp.org](http://CommonApp.org). Create an account and add Chapman University as one of your colleges.
- **ACCESS** all materials through [CommonApp.org](http://CommonApp.org).
- **COMPLETE** The Common Application, Chapman University Questions and $65 application fee requirements.
- **INVITE** a professor, employer, mentor, or counselor to submit an Academic Evaluation through the Recommender section of [CommonApp.org](http://CommonApp.org). The College Report form is not required.
- **SEND** official transcripts from all attended institutions and SAT or ACT plus Writing scores and available AP/IB scores from the issuing testing boards. (NOTE: Test scores & high school transcript requirements may be waived, pending completed college unit count)
- **COMPLETE** the Portfolio via SlideRoom through [CommonApp.org](http://CommonApp.org) if you are applying to an academic major within the departments of **Art** (excluding Art History), **Dance**, **Dodge College of Film & Media Arts**, **Music**, and **Theatre**.
- **CONTACT** the Office of Admission if you have questions or concerns.
- **REVIEW** your application thoroughly to make sure you’re happy with your efforts.
- **SUBMIT** your complete application to Chapman!

Supplementary Documents  
Due to the limited time frame in which to review applications, we request that applicants only submit the University’s required documents. We do not guarantee the review of any additional materials submitted outside of the required documents listed above.

**BEFORE you Click Submit**
- USE the “Print Preview” feature in the Common Application to confirm content.
- PRINT and save copies of your application and all submitted materials.

**AFTER you Click Submit**
- CONFIRM that you have successfully submitted both your Common Application and Chapman Questions under the “My Colleges” section.
APPLICATION REQUIREMENTS

TRANSFER COMMON APPLICATION AND CHAPMAN UNIVERSITY QUESTIONS

• Complete and submit both of these online at CommonApp.org.
• Transfer students are encouraged to write their personal essay about their transition out of high school through the community college or 4-year system they might be transferring from, including their goals for transferring.

LETTER OF RECOMMENDATION

• You must invite a professor, employer, mentor, or counselor within the Academic Evaluation section of the Common Application. Once invited, your recommender may choose to submit his or her letter of recommendation via the Academic Evaluation in Common App or mail or email a letter of recommendation on their own letterhead.
• Letters may be emailed to admit@chapman.edu or mailed to: Chapman University, Attn: Office of Admission, One University Drive. Orange, CA 92866
• Letters of recommendation from an immediate family member will not be reviewed.
• Chapman only requires ONE letter of recommendation but will review UP TO TWO letters of recommendation. We cannot guarantee we will review any more than two letters of recommendation.

APPLICATION FEE OR FEE WAIVER REQUEST

• Submit the $65 non-refundable application fee with the Transfer Common Application and Chapman University Questions.
• Select the fee waiver option if you meet the Common Application fee waiver guidelines. Your counselor must approve your fee waiver request online or submit a form (with your Common Application ID number) by mail or fax: (714) 628-3404. We require fee waiver approval prior to the review of your application.

OFFICIAL COLLEGE TRANSCRIPTS

• It is required that you submit individual transcripts from ALL 2-year and 4-year colleges attended or currently attending.
• Unofficial copies of college transcripts or copies submitted directly from the applicant will not complete your file.

OFFICIAL HIGH SCHOOL TRANSCRIPTS

You must submit a final high school transcript if you have completed LESS THAN 60 SEMESTER UNITS OR 90 QUARTER UNITS AT THE TIME OF APPLYING TO CHAPMAN.

SAT OR ACT PLUS WRITING

You must submit official SAT or ACT plus Writing scores if you have completed:
LESS THAN 24 SEMESTER UNITS OR 36 QUARTER UNITS AT THE TIME OF APPLYING TO CHAPMAN.

• Official test scores must be submitted through the College Board and/or ACT websites. Unofficial copies of test scores or copies submitted directly from the applicant will not complete your file.
• Chapman University will superscore the SAT, but not the ACT. Superscoring is when the highest score from each individual section (Writing, Reading, Math) is used for review, no matter if the individual scores are from one test sitting or multiple sittings.
• Chapman does not require SAT II Subject Tests.

AP AND/OR IB TEST SCORES

• AP and/or IB test scores may be submitted for students who completed these exams while in high school.

INTERNATIONAL APPLICANTS

• Submit the International Student Supplement Form if applying as a non-US citizen.

For International Students currently studying in the US:

• Plan to take a baccalaureate level transferable math and English course before submitting your application to Chapman University. The courses should be instructed in a traditional in-classroom format. The TOEFL/IELTS is only required of an international student who is not studying in the U.S.

For International Students currently studying outside of the US:

• Prepare to keep copies of all foreign course descriptions and course syllabi.

For non-native English speakers, proof of English proficiency is required in one of the following ways:

• Minimum TOEFL score of 80 iBT or balanced subscore of 550 on paper based test (taken within 2 years of application date)
• Minimum IELTS score of a 6.5 (taken within 2 years of application date)
• International non-native English speakers who attended secondary school where English was the language of instruction for a minimum of three years may have their TOEFL or IELTS requirement waived on a case by case basis. Please contact intlAdmit@chapman.edu.

Chapman’s Test Codes: SAT & TOEFL — 4047; ACT — 0210

Transfer Application Instructions 2015-2016
DEPARTMENTAL REQUIREMENTS

Applicants applying to the following majors are required to submit a Portfolio via SlideRoom:

**Department of Art**
- Art
- Graphic Design
  *Art History does not require the submission of a Portfolio via SlideRoom*

**Department of Dance**
- Dance

**Hall-Musco Conservatory of Music**
- Music
- Music Composition
- Music Education (Instrumental and Vocal)
- Music Performance (Conducting, Guitar, Instrumental, Keyboard and Collaborative Arts, Piano, Vocal)

**Department of Theatre**
- Theatre – Theatre Studies
- Theatre – Theatre Technology
- Theatre Performance
- Screen Acting

**Dodge College of Film and Media Arts**
- Creative Producing
- Digital Arts
- Film Production
- News and Documentary
- Film Studies
- Public Relations and Advertising
- Television Writing and Production
- Screenwriting

PLEASE REVIEW THE PORTFOLIO INSTRUCTIONS PDF FOR ADDITIONAL INSTRUCTION ON SUBMITTING THE REQUIRED COMPONENTS FOR THE ABOVE PROGRAMS.

APPLICATION CHECKLIST:

- The Transfer Common Application & Chapman University Questions
- $65 non-refundable application fee or fee waiver request
- One letter of recommendation
- Official College Transcript(s) from all 2-year and 4-year institutions attended
- Official High School Transcript(s) if less than 60 semester/90 quarter units are completed at the time of applying.
- Official test scores (SAT or ACT plus Writing) sent from the College Board or ACT if less than 24 semester/36 quarter units are completed at the time of applying.
- AP and/or IB scores (if applicable)
- Portfolio and $10 fee (if applicable)

CHECKING YOUR APPLICATION STATUS

- Check your Admission Self Service Portal regularly to view which documents we have received and application updates. If you have not received your Self Service log in information within three weeks of submitting your application, please contact the Office of Admission at (714) 997-6711.
- Allow two weeks to process your documents and link them to your applicant file.
- Admission decisions are sent by mail and email.

APPLYING FOR FINANCIAL AID

- Students are automatically considered for need-blind academic merit scholarships upon applying to the University. There is no additional application for these scholarships.
- Talent scholarships are awarded to new incoming students by the respective academic department within Chapman University. An audition and/or Portfolio submission may be required for consideration.
- Apply for need-based financial aid by submitting the FAFSA (fafsa.ed.gov). Priority deadline for the FAFSA is March 2.
- Visit chapman.edu/finaid for more information including deadlines.