



ADMISSION STATUS PAGE CHECKLIST ITEMS

A guide to understanding what is listed as missing from your application

Please check your Admission Status Page, and then refer to the corresponding checklist item below for further information. Please allow 5-10 business days for submitted documents to be indicated as received.

Application Fee: If this has been submitted, note that there may be a time delay before this can be reflected in your file.

School Report: This is a Common Application form that is to be completed and submitted by the High School Counselor. It may or may not be accompanied by a letter of recommendation from your High School Counselor.

Test Scores: Chapman University requires official test results from the **SAT or ACT (Writing is recommended)** to be sent directly from the College Board and/or ACT. (Required of all Transfer Applicants with fewer than 24 completed college semester credits at the point of application)

Transcript: We have not yet received the official transcript from the school(s) listed. If the transcript was sent several weeks before the date on this letter, please contact our office. Be prepared to request an additional copy be sent to Chapman University.

Letter of Recommendation: A letter of recommendation is required of all transfer applicants. Your recommender may complete his or her letter of recommendation via the Academic Evaluation in Common App or mail/email a letter of recommendation on their own letterhead directly to our office.

Final HS Transcript: Your official high school transcript must include the date of graduation and be submitted directly from the issuing institution. (Required of all Transfer Applicants with fewer than 60 completed college semester credits at the point of application)

Mid Term Report: This is a document requested of some transfer applicants. Please log on to your Common Application to print off the Mid Term Report form. Then submit with your midterm grades, signed off by your professors.

Teacher Evaluation: One Teacher Evaluation (teacher recommendation) is required for first year applicants. Follow up with the recommenders you invited via the Common App.

Creative Supplement: Applicants to all academic majors within the departments of Art (excluding Art History), Dance, Dodge College of Film & Media Arts, Music, and Theatre must submit a departmental Creative Supplement in addition to the other application requirements. Details are available on each department's website or at chapman.edu/program-requirements.

Financial Certification: *(for International applicants)* We must receive the International Student Supplement Form (Financial Certification) with a copy of a recent bank statement. The electronic form is available in your Status Page after having applied via the Common Application. The document must be completed electronically. [Click here](#) for more information.

Mid-Year Transcript: The senior year Fall transcript and Mid-Year Report will be required of all Regular Decision applicants at the end of the Fall Term, and others by request. If you are on the Trimester system and have already sent in a transcript that includes grades for your Fall Senior Year courses, please contact us at admit@chapman.edu to be sure we are aware that your particular school is on the trimester system.

TOEFL/IELTS Score: Official score reports must be sent to Chapman University for international applicants. Transfer students who have completed Freshman level English Composition at a regionally accredited American college or university with a grade of C or higher do not need to submit these scores. However, the Official Transcript containing the English Composition course must be received at Chapman before this requirement can be waived. For more information, please visit our [international student website](#) for more information.



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