

# William & Mary

## *Letter of Intent to Transfer*

**Mail to:** Transfer Dean of Admission, William & Mary Office of Undergraduate Admission, PO Box 8795,  
Williamsburg, VA 23187-8795

**DHL, FedEx and UPS Address:**

William & Mary Office of Undergraduate Admission, 116 Jamestown Rd., Williamsburg, VA 23185

**Phone:** (757) 221-4223 **Fax:** (757) 221-1242 **Email:** admission@wm.edu

### Important Dates

#### Intended Spring Semester Enrollment

January 1 - Letter of Intent due (at least one year prior to anticipated enrollment)  
November 1 - Application due  
November 22 - Midterm Report due  
December 10 - Decisions emailed

#### Intended Fall Semester Enrollment

September 1 - Letter of Intent due (at least one year prior to anticipated enrollment)  
March 1 - Application due  
March 28 - Midterm Report due  
May 1 - Decisions emailed

### Contact Information

Please type or print with ink.

Name:      
Last First Middle Suffix

Virginia Community College:

Student ID#:  Birth Date:  /  /  (mm/dd/yyyy) Sex:

Permanent Mailing Address:    
Street

City State Zip Code Country

Home Phone:  Cell Phone:

Email:

As evidence of my intent to transfer to The College of William & Mary (W&M), and in accordance with the provisions of an articulation agreement between W&M and the Virginia Community College System (VCCS), I am submitting this form after the completion of a minimum of 15 credit hours of coursework and at least a 3.4 cumulative GPA. I understand that grades for repeated courses and/or academic renewal will be recalculated into my GPA. This coursework was completed at a VCCS institution since graduation from high school and applies toward a transfer-oriented associate degree.

Upon completion of the  (degree program title) at  (name of community college), if I have met the requirements for admission outlined in the articulation agreement, I intend to enter W&M in the  fall  spring semester of  (year) to pursue a major in . As stipulated in the agreement, I must remain continuously enrolled at the above mentioned community college until receipt of the associate degree, but understand that I will be subject to W&M's capacity to register new transfer students in their desired term of enrollment. If I have not met the requirements outlined in the articulation agreement, I may apply for admission through the normal application process.

By signing this form, I certify that the above information is truthful. I also give permission to both W&M and the above community college to release information to one another concerning my academic performance, as well as to report any violations of conduct and honor regulations.

This contract will be held on file at the VCCS institution and W&M.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
VCCS Dean or Transfer Counselor/Coordinator Signature

\_\_\_\_\_  
Date

**Please attach business card**

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### Please Complete the Following:

- Do you intend to apply for Virginia in-state tuition privileges at W&M?  Yes  No
- Are you a graduate of an accredited high school?  Yes  No
- Date of Graduation or receipt of GED: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (mm/dd/yyyy)
- When will you complete your Associate's degree? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (mm/dd/yyyy)
- Have you ever been convicted of a felony or misdemeanor?  Yes  No

If so, please attach a separate sheet explaining the charges and sentence received, date of conviction and any pertinent circumstances you wish us to consider. Eligibility for admission under the terms of this agreement is contingent upon meeting high standards of personal conduct. Conviction of a felony or other evidence of behavior inconsistent with the community standards and Honor Code of W&M may be grounds for denying admission or rescinding an offer of admission.

### Demographics

- U.S. Citizen  Dual U.S. Citizen  U.S. Permanent Resident Alien Registration #: \_\_\_\_\_
- Other Citizenship Visa Type: \_\_\_\_\_ List any non-U.S. countries of citizenship: \_\_\_\_\_
- Number of years lived in the United States: \_\_\_\_\_ Place of birth: \_\_\_\_\_  
City/Town/State/Province/Country
- First language: \_\_\_\_\_ Language spoken at home: \_\_\_\_\_

Students who are not U.S. citizens or permanent residents and whose native language is not English are required to show a Test of English as a Foreign Language (TOEFL) score at the time of application.

W&M requires one of the following scores:

- 100 and above – Internet-based TOEFL
- 250 and above – Computer-based TOEFL
- 600 and above – Paper-based TOEFL

### Optional Information

- U.S. Armed Services Veteran:  Yes  No
- Hispanic/Latino:  Yes  No
- Regardless of your answer above, please select one or more of the following ethnicities that best describe you:
- |  |  |
|--|--|
| <input type="checkbox"/> American Indian or Alaska Native (including all Original Peoples of the Americas) | Enrolled: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Tribal Enrollment Number: _____  | Describe your background: _____                                    |
| <input type="checkbox"/> Asian (including Indian subcontinent and Philippines)                             | Describe your background: _____                                    |
| <input type="checkbox"/> Black or African American (including Africa and Caribbean)                        | Describe your background: _____                                    |
| <input type="checkbox"/> Native Hawaiian or Other Pacific Islander (Original Peoples)                      | Describe your background: _____                                    |
| <input type="checkbox"/> White (including Middle Eastern)  | Describe your background: _____                                    |

### Equal Opportunity/Non-Discrimination Statement

*William & Mary does not discriminate on the basis of race, sex/gender, religion, national origin, sexual orientation, political belief, disability, veteran status, age or any other category protected by the Commonwealth or by federal law. The following person has been designated to handle inquiries regarding non-discrimination policies: Director of Equal Opportunity, Hornsby House, William & Mary; Williamsburg, VA 23187; (757) 221-2615.*

**ATTACH TO THIS AGREEMENT A COPY OF YOUR MOST RECENT  
COMMUNITY COLLEGE TRANSCRIPT**