

Transfer to William & Mary using the Guaranteed Admission Agreement (GAA)

ALL of the following **MUST** be true to use the GAA:

- Final GPA 3.25 or higher based on WM calculation at the time of graduation (If you have repeated any courses, both grades will be included in your GPA for W&M but not at RBC.)
- Take courses as requested per the GAA to meet the MATH, ALV, CSI, and NQR requirements.
- No conduct issues at RBC.
- Earned at a minimum of 15 credit hours post high school (this means only 15 credit hours of dual enrollment/AP/IB/CLEP credits will be counted)
- Upon graduation, 45 of the 60 credits required for the AA or AS degree will have been earned at RBC.
- Have a TOEFL of 100 or greater if English is not the native language.
- Have a recommendation by the Provost of RBC
- It is highly encouraged that you take through 201 of a foreign language while at RBC even if you are completing an AS degree that does not have a foreign language requirement. Completion of a foreign language through the 202 level is a William & Mary undergraduate requirement. If you have any questions, please review the [Foreign Language Proficiency Requirements](#) at William and Mary.

Semester Prior to Transfer Checklist	Spring Start at WM Deadline	Fall Start at WM Deadline
Meet with your Learner Mentor to review the Common Application transfer application.	First Week of Fall Semester	Before Winter Break
Write a personal statement , proofread, and revise it with your Learner Mentor.	9/1	1/15
Secure letters of recommendations from at least two of your professors. These letters go directly to the Provost via Formstack and are not required by William and Mary. <u>William & Mary will not see these letters.</u> They are intended to help the Provost get to know you and your goals. You do not need to request recommendation letters within Common App.	9/15	1/15
Schedule a 30 min. meeting with the Provost by emailing provost@rbc.edu	10/1	2/1
<ul style="list-style-type: none"> • Bring your personal statement to the meeting with the Provost, or email prior to provost@rbc.edu • Bring a copy of the Transfer College Report to the meeting. It is recommended that you waive your rights to the final copy and sign/date. This form will be completed by the Director of Student Success, Conduct Coordinator, and Registrar. It will be mailed to William & Mary by the Provost's office along with your letter of recommendation. If you are applying to multiple transfer institutions, you will need to ensure that the Registrar is aware of the other colleges. The Registrar will mail your form to the other colleges. If you do not waive your rights, then YOU are responsible for sending this form. 	Meeting is Mid-Oct.	Meeting is Mid-Feb.
Apply to William and Mary via The Common Application <ul style="list-style-type: none"> ➤ You will need to request a transcript from your high school and RBC and pay any fees ➤ You will need to complete the Common App essay required by William & Mary ➤ The application fee is waived for RBC students. Please choose "Other Fee Waiver" when you submit your application online. ➤ The Provost will mail their letter of recommendation to the W&M Office of Admissions 	Due 11/1	Due 3/1

After the Application is Complete

You should receive your admission decision by 5/1 (or 12/1 for spring transfer). Financial aid packages are typically sent two weeks after. Applications to the School of Business or the School of Education are separate and may be sent after confirming your enrollment at William & Mary with a deposit payment. Those applications are due by 6/1.

A Mid-Semester Grade report is due to William & Mary by 3/28 or 11/22. This is done within the Common App.

Personal Statement Recommended Content

- How RBC has prepared you for the academic rigors of William & Mary.
 - This could include **leadership roles** outside of class (clubs, organizations, service, jobs, etc.).
 - You may also want to include the way some of your more rigorous courses or life situations have challenged you and how you overcame those challenges.
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- Your future plans (graduation date, aspirational degree and/or professional goals)
 - Aspirational goals could be large, such as to become President of the United States, or more specific to post-baccalaureate work.
- Why do you want to attend W&M and how will they help you attain your goals?
- What do you offer W&M and what will you bring to their active and scholarly campus?
- Anything else about you that you feel is important for the Provost to know

Guidance for Faculty Letters of Recommendation:

- It is highly recommended that these letters come from professors with whom you have established supportive, professional relationships.
- You should send your personal statement to your professor to help them better understand your goals and aspirations so they can write a more personalized letter for you.
- Give your professors as much advanced notice as possible to compose a letter on your behalf. Two weeks is the minimum notice you should give.
- It is helpful to make sure you get at least one letter from a professor that teaches your intended major.