

University of Richmond Transfer Supplement

All transfer applicants to the University of Richmond must complete the Richmond Transfer Supplement form.

Name: _____
Last *First* *Middle*

City: _____ State: _____ Date of Birth: _____
Month *Day* *Year*

Richmond Supplement Requirements:

- Essay on the Richmond Question
- Additional Family Relationships to the University of Richmond

The Richmond Question:

Submit an essay on the prompt below. Length should be approximately 1–2 pages, double-spaced.

Tell us about an experience in which you left your comfort zone. How did this experience change you?

Family Relationships to the University of Richmond:

If your parents or siblings graduated from Richmond, you have indicated this on your Common Application. If you have additional family members who graduated from the University of Richmond, please list them below.

Full Legal Name	Relationship to Applicant	Division of UR & Graduation Year
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Deadlines for Submission of the Richmond Transfer Supplement:

The Richmond Transfer Supplement should be submitted either along with the application or within two weeks of submission. Application materials will not be reviewed until it is received.

	Application Due	Supplement Due
For Spring Enrollment	November 1	November 9
For Fall Enrollment	February 15	February 22
For Fall Enrollment (space available basis)	April 15	April 22

This document can be submitted online or mailed to:

Office of Admission
28 Westhampton Way
University of Richmond, VA 23173

Checklist of required credentials for Transfer Applicants:

The following documents are required:

- Common Application Transfer Application and Transfer Supplement.**
- \$50 Application Fee.** If not already paid by credit card at the time of the online submission of your application, please send a check, drawn on a U.S. bank and with the applicant's name written in the subject line, or an approved fee waiver along with this form.
No admission decision will be rendered for an applicant until the application fee or fee waiver is received.
- Official transcripts from all colleges/universities attended.**
- Letter of recommendation from an academic source (professor, academic dean, academic advisor) at the college level.**
- Official final high school transcript.**
- College Official's Form (found on the Common Application website).**
- A list of courses in which you are currently enrolled.**
- Course descriptions from all courses taken at the college/university level.** You may photocopy these from the college catalog or print them from an online source.
- If taken, Advanced Placement or International Baccalaureate official score reports.**
- TOEFL score (for students whose native language is not English).**
- Financial aid application materials (applicable only if financial assistance is requested).**

The following items must be completed to receive financial aid consideration:

Free Application for Federal Student Aid (FAFSA) – Available at fafsa.ed.gov

CSS PROFILE – Available at profileonline.collegeboard.com

Notes:

A letter of recommendation from an academic source is required.

Standardized test scores (SAT/ACT or AP/IB) are not required as part of the transfer admission process. If you would like to submit scores at the time of application, please feel free to send photocopies. At the time of enrollment, you will be asked to send official scores for any testing that would exempt you from certain degree requirements.

Also required before enrollment will be a final transcript of any work in progress at the time the application was submitted.

Please notify the Office of Admission of any changes to application information such as your e-mail address or mailing address at your earliest convenience.

The University of Richmond is committed to developing a diverse workforce and student body, and to modeling an inclusive campus community which values the expression of differences in ways that promote excellence in teaching, learning, personal development and institutional success.

The University prohibits discrimination and harassment against applicants, students, faculty, or staff on the basis of race, religion, national or ethnic origin, age, sex, sexual orientation, disability, status as a veteran or any classification protected by local, state or federal law.

Students who have a disability that they would like to disclose for the purposes of special needs or accommodations should contact the Office of the Vice President for Student Development at (804) 289-8615.