

Instructions for Applicants

Wheaton uses the Common Application as its own application form, available in most U.S. high school guidance offices and at www.commonapp.org. The following information provides detailed instructions for submitting application materials to the college. Read the instructions carefully and be sure to include any necessary attachments.

ADMISSION PLANS

Freshman Candidates

Early Decision Plans. If Wheaton is your first choice among the colleges you are considering, you may wish to apply as a candidate for Early Decision. Wheaton offers two Early Decision plans, both of which are binding.

For either Early Decision plan, be sure to check the appropriate Early Decision box on the application and supplement. **Note that your college advisor and parent/guardian also must sign the Early Decision Agreement form.**

Early Decision I. If you wish to apply Early Decision I, you must submit your application and the signed Early Decision Agreement by November 1. You will be notified of the committee's decision by December 15. If you are admitted, you are expected to enroll and to withdraw all other college applications by January 5, 2009. If the committee feels that additional information (e.g., first-semester senior-year grades) will be needed to evaluate your candidacy, action on your application may be deferred until the spring.

Early Decision II. If you wish to apply Early Decision II, you must submit your application and the signed Early Decision Agreement by January 15. You will be notified of the committee's decision by February 15. If you are admitted, you are expected to enroll and to withdraw all other college applications by March 2, 2009.

Regular Decision (Fall). January 15 is the deadline for receipt of all completed freshman applications for fall entrance. All candidates are notified of the committee's decision by April 1.

Spring Entrance. The deadline for receipt of freshman applications for entrance in the spring semester is November 1. You will be notified of the committee's decision by mid-December.

Transfer Candidates

Fall Entrance. March 1 is the deadline for receipt of all transfer applications for fall entrance. You will be notified of the committee's decision by mid-May.

Spring Entrance. The deadline for receipt of transfer applications for entrance in the spring semester is November 1. You will be notified of the committee's decision by mid-December.

REQUIRED CREDENTIALS

All Candidates

Admission Application Fee. Please complete the Common Application (www.commonapp.org) and the Wheaton Supplement to the Common Application and submit them to the Office of Admission with the required \$55 application fee. Your check should be made payable to Wheaton College. (Credit card payment is possible through the Common Application Web site.) If the application fee is a financial hardship, you may request a fee waiver from your college advisor. Freshman candidates who apply online by January 5, 2009, will have the college's \$55 application fee waived. Remember to indicate the decision plan for which you are applying on the application and on

all other forms. Please type or print clearly. Be sure to sign and date your application.

Note: Remember to fill in the co-curricular and employment sections of the application. Even if you plan to submit a personal résumé, you must also complete this portion of the application.

Please be sure to write or type your full name and date of birth on every credential submitted as part of your application.

Required Academic Writing Sample. In addition to the Common Application's Personal Statement, you must submit a graded academic writing sample. Your paper should be an analytical or research-based sample from an English, social studies, humanities or natural science class, and not an example of creative writing. Papers must have been written (in the English language) for a class within the past year, be no more than five pages in length, and include the class instructor's notations and the grade received. Because writing samples will not be returned, legible photocopies are acceptable.

Certification of Finances (non-U.S. citizens only). All applicants who are not citizens or permanent residents of the United States must submit a Certification of Finances form (available online at www.wheatoncollege.edu/admission/apply/international) or a bank statement indicating resources available to support their educational expenses.

English Proficiency (non-native English speakers only). Applicants for whom English is not the first language must submit scores earned on the TOEFL or equivalent test, administered by the Educational Testing Service (ETS). The ETS code for sending your scores to Wheaton is **3963**.

Freshman Candidates

In addition to forms required of all candidates (above), freshman candidates must include the following:

Secondary School Report, Academic Transcripts (high school and college) and Midyear Report. After completing the candidate's section, take the Secondary School Report form, which is part of the Common Application, to a college advisor in your high school, who will complete and return the form to the Wheaton Office of Admission. An official copy of your high school transcript must accompany the Secondary School Report. High school seniors should be aware that it is expected that your high school will forward an official mid-year transcript as soon as it is available.

Please note: The Admission Committee will not make any decisions on candidates without at least first-quarter grades. If your high school requires you to submit a release form, submit the **Release of First Marking Period Grades** form included in this booklet to your counselor.

Teacher Evaluations. Please fill in the top section of each form and ask two of your instructors to complete and return them directly to the Office of Admission by the appropriate application deadline date. Freshman candidates must have one form submitted by a humanities or social sciences instructor and the other from an academic instructor in another subject (both must be from either 11th or 12th grade).

Transfer Candidates

Transfer candidates completing the application online should complete the Common Application for Transfer Students. This specialized form is available online exclusively. In addition to the forms required of all candidates (previous page), transfer candidates must provide the following by the appropriate application deadline date:

Teacher Evaluations. Please fill in the top section of each form and ask two of your instructors to complete and return them directly to the Wheaton Office of Admission. At least one evaluation submitted must be from a faculty member in one of the humanities or social sciences.

Academic Transcripts. Transfer applicants should submit final high school transcripts, as well as official transcripts from all colleges attended.

College Official's Report. All transfer applicants must have a College Official's Report form (included in the Common Application for Transfer Students) submitted on their behalf by an official at their current or most recent college or university.

Mid-Semester Evaluation. Students enrolled in college must obtain up-to-date assessments of grades in progress from all current instructors.

OPTIONAL CREDENTIALS

Standardized Test Scores (SAT I, ACT, SAT II)

The submission of standardized test results is optional. Applicants who wish to have their scores considered should check the "yes" box in the Optional Standardized Testing Information section of the Common Application Supplement for Wheaton and arrange to have official score reports sent directly from the testing agency to the Office of Admission at Wheaton College. The ETS code (College Board/SAT) for sending your scores to Wheaton is **3963**; the ACT code number is **1932**.

Score reports for submitters must be received no later than the application deadline. Students applying for Early Decision who wish to include their test scores in their applications should plan to complete testing no later than October of their senior year.

Personal Academic Portfolio

Students may wish to submit additional material with their application in the form of a Personal Academic Portfolio, which may provide evidence of particular talents or interests. Portfolios must be clearly labeled with your name and date of birth. Examples may include creative writing (fiction, poetry or plays), artwork, audio or videotapes of work in music or theatre, entrepreneurial achievements, summaries of academic and/or volunteer service projects.

Candidates wishing to have their portfolios reviewed by faculty must clearly label their submission (e.g., "art portfolio," "music portfolio," "theatre portfolio," or "creative writing portfolio"). In order to secure a faculty review, portfolios must be submitted two weeks before the application deadline. Personal portfolios will not be returned. Students are discouraged from submitting originals. Please note the individual departmental preferences below:

- Creative writing portfolios must be submitted as hard copies by mail. Portfolios in electronic form (CD, DVD or online) will not be reviewed.

- Art portfolios must be submitted as slides or digital prints. Portfolios presented in electronic form will not be reviewed.
- Music portfolios should consist of recordings of individual performances rather than group choral or instrumental performances. All performances must be in CD or DVD format.

Please note: the Common Application Arts Supplement is NOT required.

Educational Assessments/Diagnostic Testing

Students with specific learning disabilities or learning style differences may wish to submit copies of any recent professional assessments or documentation with their application to Wheaton. Submission of documentation is purely voluntary and all materials are kept confidential. Students planning to submit testing should note that testing should be no more than three years old. It is recommended that you pursue testing while in high school. Testing may be offered as a service by your public school system.

CAMPUS VISITS

It is **strongly recommended** that all students who apply to Wheaton arrange for a campus visit. During your visit we encourage you to take a campus tour, have a personal interview, attend an information session or any combination of the three. Tours and interviews are available by appointment weekdays (and Saturday mornings all fall) between April 1 and January 15. If you are unable to schedule a visit to the campus, the Office of Admission will attempt, upon request, to arrange an interview with a member of the Alumni and Parent Admission Committee (APAC) living near your home or school.

Please contact the Office of Admission well in advance to schedule an on-campus or APAC interview. Contact us at 800-394-6003 (508-286-8251 outside the U.S.) between the hours of 8:30 a.m. and 4:30 p.m. (Eastern Time) Monday through Friday.

ELECTRONIC APPLICATIONS

You may apply to Wheaton directly through the Common Application Web site (a link is provided on the Wheaton Admission site: www.wheatoncollege.edu/admission). By completing the online application, you will be able to submit your data instantly and securely to Wheaton. This service also allows students to download all other forms (e.g., recommendations and school report) required in the application process.

Freshman candidates who choose to apply via the **Common Application Web site** by January 5, 2009, will have the college's \$55 application fee waived.

Questions about the electronic application process should be directed to the Office of Admission by e-mail at webapp@wheatoncollege.edu.

Wheaton's Required Supplement to the Common Application

Remember that to complete your application to Wheaton you also must fill out the Wheaton Supplement to the Common Application. You will find the supplement posted on the Wheaton Web site at www.wheatoncollege.edu/admission, the Common Application Web site at www.commonapp.org, and included in this booklet.

FINANCIAL AID

Once a student is admitted to the college, aid is awarded based on a combined assessment of financial eligibility and the overall academic strength of the candidate. U.S. citizens and permanent residents applying for financial assistance must complete both the CSS PROFILE and the FAFSA. The Wheaton CSS code number is **3963** and the Wheaton FAFSA code number is **002227**. Non-U.S. citizens must submit the International Student Financial Aid Application. For more information, please contact the Office of Student Financial Services at 800-541-3639 (508-286-8232 outside the U.S.). Please note that need-based financial aid for non-U.S. citizens and non-U.S. permanent residents is limited.

Required Documents for Financial Aid

1. The Free Application for Federal Student Aid (FAFSA)

The FAFSA is used to determine eligibility for federal funding and is required of all financial aid applicants. The FAFSA is available online at www.fafsa.ed.gov. The FAFSA is also available from high school guidance offices and college financial aid offices. Students, along with their parents, should complete and return the form to the processor as soon as possible after January 1. Although the form asks for specific information from student and parent tax returns, applicants should not wait to complete tax returns for the current year before submitting the FAFSA. Complete the aid forms in early January using the best possible estimates of family income; corrections can be submitted later. Wheaton's federal code number for the FAFSA is **002227**.

2. PROFILE Application

Wheaton uses the information from PROFILE to determine eligibility for institutional funding. The PROFILE is available online at www.collegeboard.com; processing takes only 48 hours. CSS will send you an individualized application based on the registration information provided. Wheaton's institutional code number for PROFILE is **3963**. Applicants with questions about the PROFILE service should contact the Office of Student Financial Services at 800-541-3639 (508-286-8232 outside the U.S.) or at sfs@wheatoncollege.edu.

3. Student and Parent Tax Returns

Wheaton also requires that you and your parent(s) or guardian(s) submit copies of your federal income tax returns. If you are using estimates on FAFSA and PROFILE because you have not yet completed the appropriate year's tax return, you must submit the most recent year's tax return by the published deadline. You should include all pages, schedules and W-2 forms. Once a current-year tax form has been filed, a complete copy must be forwarded to the college. If you or your parent(s) have not and will not be filing a federal tax return, you must send a letter stating this and listing all sources of income for the year.

4. Noncustodial Parent's Statement

If your parents are separated, divorced or never married, the parent with whom you do not live (the noncustodial parent) must complete a Noncustodial Parent's Statement. You will be given a link for your noncustodial parent to use when you complete your PROFILE online.

5. Business/Farm Supplement

If you or your parent(s) own a business or a farm, you must submit a Business/Farm Supplement to Wheaton. You will be instructed to download and complete the form when completing the PROFILE. You may also request one directly from the Office of Student Financial Services. This form should be returned directly to Wheaton when completed. If the business files a corporate or partnership tax return, we request that you submit a copy of the business tax return along with the Business/Farm Supplement. You may download this form from: www.wheatoncollege.edu/admin/SFS/forms.

Financial Aid Application Deadlines

While Wheaton attempts to provide financial assistance to all eligible applicants, the college cannot assure that funding will be available for applicants whose files are completed after our deadlines. *In order to meet deadlines, students should file the FAFSA and PROFILE applications at least two weeks prior to the deadline. All other required documents must be received by the published deadline for priority consideration for assistance.* The financial aid application deadlines are as follows:

Admission Plan	Submit FAFSA/PROFILE by	Submit all other documentation by
Early Decision I	Nov. 1*	Nov. 1
Early Decision II	Jan. 15	Jan. 15
Regular Decision (Fall)	Jan. 15	Feb. 1
Transfers (Fall)	March 1	March 15
Spring Entrance (Freshmen and Transfers)	Nov. 1	Nov. 1

* Note: Early Decision I candidates do not need to submit the FAFSA form to us by the November deadline. We will send you an estimated award in December based only on the PROFILE, tax returns and supplements. Early Decision I candidates must still file the FAFSA after January 1 and submit current-year tax returns in order to finalize the financial aid award.

QUESTIONS ABOUT ADMISSION OR FINANCIAL AID

Questions regarding these application materials or other aspects of the admission process may be directed to:

Office of Admission

800-394-6003
508-286-8251 (outside the U.S.)
E-mail: admission@wheatoncollege.edu

Office of Student Financial Services

800-541-3639
508-286-8232 (outside the U.S.)
E-mail: sfs@wheatoncollege.edu

Wheaton College
26 E. Main Street
Norton, Massachusetts 02766-2322 USA

Application Checklist

Use this checklist to track your progress through the application process. Please be sure to write or type your name and Social Security number on every credential submitted as part of your application.

Required Credentials

- Common Application, including personal statement
- Wheaton Supplement to the Common Application
- \$55 Application Fee (waived for freshman candidates who complete the online Common Application by January 5, 2009)
- Academic Writing Sample
- Secondary School Report and Transcripts (high school and college)
- Midyear Report (when grades from the current academic year are available)
- Two Academic Teacher Evaluations (one must be from either a humanities or social sciences instructor)

Required (If Applicable)

- Early Decision Agreement Form (signed by you, your parent/guardian and your college counselor)
- Release of First Marking Period Grades Form
- English Proficiency: TOEFL or equivalent test (non-native English speakers only)
- Certification of Finances or bank statement (non-U.S. citizens only)
- College Official's Report (transfer candidates only)
- College Mid-Semester Evaluations if currently enrolled (transfer candidates only)

Optional Credentials

- Standardized Test Scores (SAT I, ACT, SAT II)
- Personal Academic Portfolio (see instructions)

Financial Aid

- The Free Application for Federal Student Aid: FAFSA (U.S. citizen/permanent resident only)
- PROFILE Application (U.S. Citizens/permanent resident only)
- Student and Parent Tax Returns (U.S. Citizens/permanent resident only)
- Noncustodial Parent's Statement (if applicable)
- Business/Farm Supplement (if applicable)
- Financial Aid Transcripts (for midyear transfer candidates only)
- International Student Financial Aid Application (non-U.S. citizens only)