
Ada Comstock Scholars Program Application for Admission, 2012-13

Please read the instructions carefully
and keep for reference.

Office of Admission
Northampton, Massachusetts 01063
Telephone: (413) 585-2500
Toll-free: (800) 383-3232
Fax: (413) 585-2527
E-mail: admission@smith.edu
www.smith.edu/admission

Ada Comstock Scholars Program Application Procedures

Ada Comstock Scholars Program Application

Women who are 24 or older or veterans or have a dependent other than a spouse must apply to Smith as Ada Comstock Scholars. Women must be at least 24 by December 31 of the academic year in which they enter Smith (fall or spring). A student entering in January does not qualify as an Ada/independent student if she will turn 24 during her first term at the college. We require a minimum of 32 transferable college-level liberal arts credits. On average, admitted students have approximately 50 transfer credits. The maximum number of transfer credits is 64. Women who have already earned a bachelor's degree are not eligible to apply. A woman who has attended Smith at some previous time may re-enter as an Ada Comstock Scholar, after applying for readmission through Smith's Office of the Registrar. Details about readmission are available at <http://www.smith.edu/registrar/readmission.php>.

Admission Deadlines	January Admission	September Admission
Part I of the admission application	November 15	February 1
Required interview must be completed.	November 15	February 1
Students are strongly encouraged to bring unofficial copies of college transcripts to the interview.		
Part II application for admission	November 15	February 15
Autobiographical essay and resume	November 15	February 15
Letters of recommendation	November 15	February 15
Official college transcripts	November 15	February 15
High school transcript/GED	November 15	February 15
Mid-term evaluations	November 15	March 1
Notification of Admission Decision		
Decisions mailed/released online	Mid-December	Late March
Enrollment deposit due	January 1	May 1

Step 1: Interview

An interview, the first required step in the application process, should be scheduled no later than November 15 (for January admission) or February 1 (for September admission). It is helpful if you bring unofficial or photocopied college transcripts with you. If distance makes it impossible to visit the campus, a telephone interview can be arranged.

Step 2: Application Part I

Please complete and return Part I of the application by November 15 (for

January admission) or February 1 (for September admission).

The application fee of \$60 is waived if you apply online. Visit www.smith.edu/admission/ada.php for more information.

Step 3: Application Part II (due by November 15, for January admission, or February 15, for September admission)

Required documents include:

1. Official college transcripts submitted directly from *all* previously

- attended institutions. Candidates are required to offer a minimum of 32 transferable liberal arts credits. The average number of transferable credits for an admitted student is approximately 50. It is unlikely that a student with 80 or more credits will be admitted.
2. Copies of descriptions of college courses, including syllabi for any independent study and any engineering courses completed or in progress.
3. An official transcript from the high school from which you graduated or an official copy of a GED certificate.
4. **Recommendations:** Two but not more than three letters of reference are required, preferably from professors. A stamped envelope addressed to the Office of Admission should be given to each reference.
5. Autobiographical essay
6. Résumé
7. For students whose first language is not English, we strongly recommend the submission of a graded, 3- to 5-page paper, including faculty comments, which you wrote in English for a college class.

Optional materials such as slides or artwork that you submit will not be returned unless you request so in writing and include a self-addressed, stamped envelope.

Step 4: Financial Aid Application

The Ada Comstock Scholars Application for Financial Aid and other necessary documents must be submitted to Student Financial Services by **November 15 for January admission or February 15 for September admission**. Candidates who fail to apply for financial aid by the published deadlines, prior to admission to Smith will not be eligible to apply for institutional aid until completion of at least 32 credits at Smith. Consult www.smith.edu/finaid or contact the Smith College Office of Student

Financial Services at (413) 585-2530 or sfs@smith.edu for help.

Step 5: Midterm Reports

Midterm evaluations should be submitted by November 15 for January admission or March 1 for September Admission.

Smith Housing Options

Please note that smoking and pets are prohibited in all Smith College housing. Students living in college housing or campus apartments must enroll in at least 12 credits each semester. We cannot guarantee your housing choice.

College Houses (On-campus dormitories): An admitted candidate who expects to come to Northampton with neither partner nor dependents, and who wishes to be a resident on campus, is eligible for a room in a college house.

On-Campus Apartments and Family Housing: These options are limited and availability is not guaranteed. Normally, apartments become available in the summer.

Commuter Housing/Green Street: An admitted candidate living more than 50 miles away may spend one to five nights a week on campus for a fee (not available on weekends).

Notification

Candidates will be notified by mid December (January admission) and in late March (September admission). Financial aid and credit information is mailed with the admission letters.

Please Note

Applications are to be prepared without assistance in composition. The Admission Committee will not consider an incomplete or late application.

Check one: **JANUARY** admission
 (form due November 15)
 SEPTEMBER admission
 (form due February 1)

Ada Comstock Scholars Program Part I, Application for Admission

Please complete and return as early as possible, with the nonrefundable \$60 application fee or fee waiver request, to the Office of Admission. This application may also be completed online at www.smith.edu/admission/ada.php—the application fee is waived if you apply online.

Name _____ Social Security number (optional) _____
Last First Middle Nine digits

Other names that might appear on your records _____

Address _____
Number Street City State ZIP code

Mailing address (if different) _____
Number (or box) Street (if applicable) City State ZIP code

Phone: Home _____ Work _____
Include area code

Cell _____ E-mail address _____
Include area code

Date of birth _____ Are you a citizen of the United States? Yes No

If not, are you a permanent resident of the United States? Yes No Alien registration number _____

Country of citizenship _____ What is your present visa status? _____

Have you previously applied to Smith? No Yes Year _____

Where are you enrolled in college this year? _____ Not enrolled

What is your intended major at Smith? _____

Please list the courses in which you are enrolled this academic year.

Fall _____

Winter _____

Spring _____

If you are a member of Phi Theta Kappa, please check here.

I am applying for financial aid to attend Smith College. Yes No (Please see instructions. Financial aid deadline is **February 15.**)

College transcripts to be submitted (please list schools in reverse chronological order)

Name of institution _____ City _____ State _____ From (month/year) to (month/year) _____

Name of institution _____ City _____ State _____ From (month/year) to (month/year) _____

Name of institution _____ City _____ State _____ From (month/year) to (month/year) _____

Name of the high school from which you graduated and your date of graduation _____

High school's College Board code number _____
City State From (month/year) to (month/year)

If you did not complete high school, indicate the year of GED certificate. _____

Remove at perforation

Check one: **JANUARY** admission
(form due November 15)
 SEPTEMBER admission
(form due February 15)

Ada Comstock Scholars Program Part II, Application for Admission

Name _____ Social Security number (optional) _____

This form should be returned to the Office of Admission at the above address. This application can also be completed online at www.smith.edu/admission/ada.php. Letters of recommendation and official transcripts (and GED certificate if applicable) should be sent directly from the source to the Office of Admission.

List those whom you have asked to send references.

Name _____ Position _____

Address _____

Name _____ Position _____

Address _____

Name _____ Position _____

Address _____

Additional Information

- Autobiographical Statement.** Please attach an evaluative autobiographical essay, stating clearly how and why your academic experience has been different from that of the traditional degree candidate. Discuss also why you wish to enter Smith College at this time, and how you think your undergraduate degree will make a difference in your future. **Please double-space your statement, which should be between two and five pages long, and make sure your name is on each page.**
- Résumé.** On a separate sheet, please include a résumé, listing school, college and work history, community activities, honors and awards. **If more than one page, please make sure your name is on each page.**
- Have you ever been found responsible for a disciplinary violation at any secondary school or college you have attended, whether related to academic misconduct or behavioral misconduct, that resulted in your probation, suspension, removal, dismissal or expulsion from the institution? Yes No
Have you ever been convicted of a misdemeanor, felony or other crime? Yes No
If you answered yes to either or both questions, please attach a sheet of paper that gives the approximate date of each incident and explain the circumstances.
- For students whose first language is not English, we strongly recommend the submission of a graded, 3- to 5-page paper, including faculty comments, which you wrote in English for a college class.

 Applicant's signature _____

Date _____

Check one: **JANUARY** admission
(form due November 15)
 SEPTEMBER admission
(form due February 15)

Ada Comstock Scholars Program Reference Form

To the candidate: Please complete the top section of each copy and give it, with a stamped envelope addressed to the Office of Admission, to someone who knows you well, who can give us an estimate of your academic qualifications and who can comment on your potential for success at Smith College. If you choose to waive your right to read this reference, you must sign this form where indicated. **This form may be duplicated.**

The person writing the recommendation must send it directly to the Office of Admission at the above address, **no later than November 15 (January admission) or February 15 (September admission).**

Please print or type.

Name of candidate _____ Date _____

Name of reference _____

Name of institution/organization _____

Address _____

E-mail _____

Access to this letter of reference: Current federal law provides students with the opportunity to read references written for them. If you choose to waive this statutory right, please sign the waiver on the line below.

I waive my right to read this letter. I do not waive my right to read this letter.

 Candidate's signature _____ Date _____

To the reference: The candidate named above is applying to Smith College as an Ada Comstock Scholar. Please address the questions below either on this form or in an attached letter. Please be specific and candid. Your letter must be mailed directly to the Office of Admission and received no later than **February 15.**

Please be sure to sign your recommendation. Thank you.

How long have you known the applicant? _____

In what capacity? _____

Please assess the candidate's academic ability and potential, her integrity, industry and motivation. Note any special qualities and/or unusual circumstances that may be relevant to this application. You may use the back of this form if necessary.

Please check one. Highest recommendation Strongly recommended Recommended Other _____

 Reference signature _____ Date _____

Please print name

Please tear here

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Please check one. Highest recommendation Strongly recommended Recommended Other _____

 Reference signature _____ Date _____

_____ Please print name _____

Please tear here

Notice of Nondiscrimination

Smith College is committed to maintaining a diverse community in an atmosphere of mutual respect and appreciation of differences. Smith College does not discriminate in its educational and employment policies on the bases of race, color, creed, religion, national/ethnic origin, sex, sexual orientation, age, or with regard to the bases outlined in the Veterans Readjustment Act and the Americans with Disabilities Act. Smith's admission policies and practices are guided by the same principle, concerning women applying to the undergraduate program and all applicants to the graduate programs. For more information, contact the Office of Institutional Diversity, (413) 585-2141.

Check one: **JANUARY** admission
(form due November 15)
 SEPTEMBER admission
(form due March 1)

Ada Comstock Scholars Program Midterm Evaluation

To the candidate:

If you will be enrolled in classes at the time Part I of the application is due (February 1), please complete the top section of this form and give a copy, together with a stamped envelope addressed to the Office of Admission, to each college instructor for each class in which you are enrolled during the winter/spring term. This form may be duplicated, or you may download additional copies at www.smith.edu/admission/ada.php.

Please print or type.

Name of candidate

Institution

Instructor

Course

To the instructor:

The candidate named above is applying to Smith College as an Ada Comstock Scholar. While we know the term is still in progress, the Admission Committee will consider your midterm evaluation of her work as a component in its decision.

Current grade

Date

I do not have sufficient evidence to evaluate the student's achievement at this time.

Comments (optional):



Instructor's signature

Date