Ada Comstock Scholars Program
Application for Admission, 2016–17

Please read the instructions carefully and keep for reference.
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 can apply to Smith as Ada Comstock Scholars. They 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. Normally, we expect students to enter with 48 or more 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

<table>
<thead>
<tr>
<th>Part I of the admission application</th>
<th>Required interview must be completed.</th>
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<tbody>
<tr>
<td>Required documents include:</td>
<td>Students are strongly encouraged to bring unofficial copies of college transcripts to the interview.</td>
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<tr>
<td>Part II application for admission</td>
<td>Autobiographical essay and résumé</td>
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<td></td>
<td>Letters of reference</td>
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<td>Official college transcripts</td>
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<td>High school transcript/GED</td>
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<td>Midterm evaluations</td>
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<tr>
<td>Notification of Admission Decision</td>
<td>Decisions mailed/released online</td>
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<tr>
<td></td>
<td>Enrollment deposit due</td>
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<table>
<thead>
<tr>
<th>January Admission</th>
<th>September Admission</th>
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<tbody>
<tr>
<td>November 15</td>
<td>February 1</td>
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<td>February 15</td>
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<td>November 15</td>
<td>March 1</td>
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<tr>
<td>Mid-December</td>
<td>Late March</td>
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<td>January 2</td>
<td>May 1</td>
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Step 1: Interview—Required
An interview, the first required step in the application process, should be scheduled by the applicant 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. Applicants who live outside the U.S. are not required to interview.

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).

There is no fee for applications submitted 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 expected to offer a minimum of 48 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 transferable 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 who have taught you in a college-level class. 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.

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. Contact www.smith.edu/sfs 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 housing.

College Houses (On-campus dormitories): An admitted candidate who expects to come to Northampton alone, with neither partner nor dependents, and who wishes to be a resident on campus, may apply for a room in a college house. Summer housing is available for an additional fee.

Family Housing: Year-round, unfurnished two-bedroom apartments are available on a limited basis.

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 modest fee. Rooms are available on a limited basis and not 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.
Ada Comstock Scholars Program
Part I, Application for Admission

This application may be completed online at www.smith.edu/admission/ada.php. There is no fee for applications submitted online. If you are unable to complete the application online, please print, complete and return with a non-refundable $60 application fee or fee waiver request.

Name
Last
First
Middle
Social Security number (optional)
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
Cell
Email address

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?

Yes □ No

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 for September entrance and November 15 for January entrance.)

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.

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?

Yes □ No

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 for September entrance and November 15 for January entrance.)

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.
Housing: Please refer to the “Housing Options” section of the application procedures. All Smith housing is smoke-free and pets are prohibited.

- **On-Campus**: I will come to Northampton without partner or children and would like to live in a college house.
- **On-Campus**: I will come to Northampton and would like to be considered for an unfurnished, two-bedroom family housing apartment.
- **On-Campus (Commuter Housing/Green Street; part-time)**: I live 50 miles or more from campus, I would like to stay part-time in Northampton (one to five nights each week; room charge only).
- **Off-Campus**: I have or will find my own housing.

### Present Employment Status

<table>
<thead>
<tr>
<th>Employed full time</th>
<th>Employed part time</th>
<th>Not employed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td>Employer</td>
<td>Employer address</td>
</tr>
</tbody>
</table>

### Family Information

#### Marital status:
- Single, never married
- Separated
- Married
- Divorced
- Domestic partner
- Widowed

Did either of your parents graduate from a four-year college? □ Yes □ No

#### Spouse/partner (if applicable)

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>College attended, if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupation</td>
<td>Employer</td>
<td>Address</td>
</tr>
</tbody>
</table>

#### Child(ren) (names, sexes, birth dates and colleges attended, if any)

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If a relative has attended Smith or has been associated with Smith in any capacity, please complete the following:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Class at Smith College (or other association)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Relationship</td>
<td>Class at Smith College (or other association)</td>
</tr>
</tbody>
</table>

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**Optional**: The items in this section are optional. No information you provide will be used in a discriminatory manner.

1. US Armed Services veteran? □ Yes □ No
2. Are you Hispanic or Latino/a? □ Yes, Hispanic or Latino/a (including Spain) □ No
   **Please describe your background**
3. Regardless of your answer to the prior question, please select one or more of the following ethnicities that best describe you:
   - American Indian or Alaska Native (including all Original Peoples of the Americas) Are you enrolled? □ Yes □ No
   - Native Hawaiian or other Pacific Islander (Original Peoples)
   - Black or African American (including Africa and Caribbean)
   - Asian (including Indian subcontinent and Philippines)
   - White (including Middle Eastern)
   **Please describe your background**

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My signature guarantees that the information in this application is complete and accurate in every respect.

Applicant’s signature ___________________________ Date ___________________________
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

Email

Name  Position

Address

Email

Name  Position

Address

Email

Additional Information

1. **Autobiographical Statement.** Please include 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, how you plan to maximize your time at the college, and how you think your undergraduate degree will make a difference in your future. **Your statement should not exceed 2,000 words.**

2. **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.**

5. **Interviews.** A personal interview is required of all applicants and may be scheduled by calling 413-585-2533. Applicants must schedule an interview no later than November 15 for January admission and February 1 for September admission. Interviews are usually conducted in person. Phone interviews can be arranged if distance is a problem.

4. 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.

5. 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

Office of Admission  Northampton, Massachusetts 01063
413-585-2500  Toll-free: 800-383-3232  Fax: 413-585-2527
admission@smith.edu
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. We prefer at least one reference from a faculty member who has taught you in a college-level course. 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 ___________________________

Email ___________________________

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 ___________________________
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. We prefer at least one reference from a faculty member who has taught you in a college-level course. If you choose to waive your right to read this reference, you must sign this form where indicated. This form may be duplicated.

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Date

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☐ 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.

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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
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 __________________________
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.