Transfer Guidelines

Cornell University’s School of Industrial and Labor Relations (ILR) admits students for the fall and spring terms. The Spring Transfer Application deadline is Oct. 15 and the Fall deadline is March 15.

The most important criterion for transfer admission to the ILR School is your performance in college-level courses. Most admitted transfers have at least a 3.4 cumulative average in college when they apply, as well as a strong background in ILR-relevant courses such as business, history, economics, mathematics, and English. However, grades are not all the selection committee looks at. Your essays, work experience, life experience, and extracurricular activities also play a part in our decision.

Approximately one-third of ILR graduates are transfer students, and we accept students from two-year and four-year colleges throughout the world. Some applicants will have recently graduated from high school, while others may have significant work and life experience. We encourage students who know they want to transfer to email our office when planning their schedule so we can assist in selecting courses that meet our requirements.

Credit Requirements

Students must complete at least four semesters of full-time study at Cornell, including a minimum of 60 credits, to complete ILR’s degree requirements. You may transfer in up to 60 credits, though your ability to graduate in four semesters if you do so will depend on how those credits transfer. Students who transfer are eligible to apply for the semester-long Study Abroad and ILR Credit Internship Programs in Washington D.C., New York City, Albany, Ireland, England, Australia or other domestic and international areas. The ability to participate in these programs depends on how many credits transfer to Cornell.

Financial Aid

Transfer student aid is distributed according to the same need-based policies as first-year students. For information on our financial aid policies, to access our financial aid calculator, or to learn more about the current costs to attend Cornell, please review the financial aid website.

Prerequisite Courses

If you are applying to enter ILR as a sophomore, the courses you will want to complete (or be in the process of completing) by the time you apply are:

- 1 English Composition/Writing-Intensive course
- 1 introductory economics course: macroeconomics or microeconomics (microeconomics is preferred)
- Your next appropriate level of math up to Statistics or Calculus (Statistics is preferred)
- 1 course to fill our Science & Technology distribution requirement (such as chemistry, biology, astronomy, physics, evolution, or other science class) or our Western Intellectual Tradition distribution requirement (such as American or European History, Intro. to Philosophy, or Western Civ.)

If you have completed the above requirements and wish to take more classes to prepare for ILR, we recommend completing another introductory economics course (micro or macro) and additional English/Writing courses.

To maximize the number of free electives you will have if you transfer to ILR, you can take foreign language and/or financial or managerial accounting classes. These courses transfer as ILR elective
credit, which will leave you with more free electives that you can use to take courses outside of ILR.

If you are applying to enter ILR as a junior, the courses you will want to complete (or be in the process of completing) by the time you apply are:

- 2 English Composition/Writing-Intensive course
- 2 introductory economics courses: macroeconomics and microeconomics
- Math up to Statistics or Calculus
- 1 course to fill our Science & Technology distribution requirement (such as chemistry, biology, astronomy, physics, evolution, or other science class)
- 1 class to fill our Western Intellectual Tradition distribution requirement (such as American or European History, Philosophy, or Western Civ.)
- At least 1 course to fill ILR elective credit (this can be filled with foreign language and/or financial or managerial accounting classes)

Students who are not able to complete all of these requirements can apply and they will be considered for admission. However, the Admissions Committee may ask that you complete any missing requirements during the summer or winter session before you enter ILR.

**Transfer Credit Evaluations**

If you wish to have your courses evaluated for transfer credit, email a list of the titles, course descriptions, and grades for the courses you’ve completed to our Sr. Associate Director, Ian Schachner, at ims25@cornell.edu. Please include the titles and course descriptions for any courses you are currently taking and all AP/IB scores. ILR only awards transfer credit for classes that are similar in scope and rigor to a course offered at Cornell.

**Grades**

ILR does not award credit for courses in which a student has earned a grade less than C. Grades for courses taken at other institutions do not appear on the official Cornell transcript and are not included in the Cornell cumulative GPA.

**Type of Institution**

Transfer credit will only be awarded for courses offered by non-profit, regionally accredited, degree-granting institutions. MOOCS and other non-degree courses are not eligible for transfer credit. Transfer credit will not be awarded for technical skills or general knowledge acquired through personal experience, employment, or military training. Credits can transfer if they are earned at an accredited college or university in the United States or the student’s country of permanent residence. A list of the recognized accrediting bodies accepted by Cornell is available on the Council for Higher Education Accreditation’s website.

**AP, IB and Other Advanced Placement Exams**

Credit from AP, IB and other standardized exams is awarded based only on ILR’s policies (see the Academics section of the Admissions site for info on these credit policies). For example, you may receive credit for AP Microeconomics with a score of 3 at your first school, but a score of 4 or 5 is required at Cornell. A maximum of 12 credits of Advanced Placement work may be used for Cornell credit.

**Dual Enrollment Courses**

Some applicants to Cornell take college courses during high school. Non-Cornell credit may be accepted when:

- the credits are earned at an accredited institution
- the course is taken on a college/university campus or online with matriculated college students and is taught by a college professor
- the credits have not been applied toward high school graduation requirements
Transfer Application Requirements

All applicants should apply through the Transfer Common Application and select Cornell University as the targeted program. After you select Cornell, you will see 4 sections to complete: Personal Information, Academic History, Supporting Information, and Program Materials.

Supporting Information/Documents

***Please note: you do not need to submit anything under Documents in the Supporting Information section of the Common Application.

Program Materials

In this section, under the Questions tab, you will need to select Industrial and Labor Relations as both the school and major.

Essay 1: Cornell Supplement

After selecting ILR as the school and major, you can scroll down to the Writing section under the Questions tab to complete the first essay. You will have up to 4000 characters to respond to the following prompt: “Tell us what you'd like to major in at Cornell, why or how your past academic or work experience influenced your decision, and how transferring to Cornell would further your academic interests.”

The Supplement essay must demonstrate your fit with the ILR School. Please note that we do not believe fit is demonstrated by listing courses, alumni, career outcomes, abroad opportunities, or other aspects of our school. Rather, this essay must help the Committee understand which topics you hope to explore in our program and why they matter to you.

With that in mind, we strongly recommend that all students follow the Application Tips below to explore the full range of issues covered in our school and to understand how students use our program to explore law, business, government, international affairs, social justice, and other areas.

Essay 2: Personal Statement

Under the Documents tab of the Program Materials section, you will find the following prompt for the second essay: “Please provide a 1,250 - 3,250 character statement discussing your educational path (approx. 250 - 650 word). How does continuing your education at a new institution help you achieve your future goals?”

While the Cornell Supplement should specifically address your areas of interest in the ILR School, the Personal Statement should cover aspects of your overall academic path, including any or all of the following topics:

- How you wound up studying what and where you are studying, and why transferring is the right next step
- If you took time off between HS and college or started and stopped taking college courses at any point
- If there have been any major shifts in your academic performance, whether during college or from HS to college
- If there is anything else about your background or overall academic path that you would like the committee to know

Recommendations

Under the Recommendations tab of the Program Materials section, you will have the ability to request recommendations. Only one academic recommendation from a college professor is required. We do not suggest submitting more than one additional recommendation, whether it is academic, personal or professional.

***As noted in this section of the app, this tool can be used to request a copy of your final high school transcript. If you contact a HS official, please clarify
in the notes that they only need to submit the transcript, not the reference.

High School Transcript

We need official transcripts from every high school attended (even if you did not finish your degree) or scores from high school equivalency exams. Please have your high school submit the official transcript using the Recommendation tool (as mentioned above) or the mailing instructions at the end of this document.

Standardized Tests

Transfer applicants are not required to submit SAT or ACT scores for transfer admissions. However, if you have taken these exams, you are welcome to include these scores in your application.

College Transcript

We need official transcripts from every college attended. If you have taken classes at multiple schools and your previous courses are listed on the transcript at your current college, if you did not finish your degree, or if the class was taken during high school, we will still need official transcripts from each school.

Official transcripts must be submitted directly to Cornell from the issuing institution. Please have your college submit the official transcript using the mailing instructions at the end of this document. If your school sends official electronic transcripts, it can be sent to: undergradapp@cornell.edu.

College Report

The College Report must be given to your academic advisor, dean, registrar, or someone else who has access to your student record. The most important part of this form that must be completed is the section with questions on your academic and disciplinary record. Please speak with your advisor or registrar to determine which college official at your school will be able to answer these questions.

Submit the completed College Report to transfer@cornell.edu or to the mailing address at the end of this document.

If you have attended multiple colleges (after completing your high school degree), we will need a College Report from every school you attended in order to consider your application complete.

Midterm Report

The Midterm Report is typically the last component submitted. Do not submit this form until a number or letter midterm grade is provided for every class you are taking during the semester in which you apply (written comments are not acceptable).

The Midterm Report should be uploaded as supplemental material through the Cornell application status portal, which you will gain access to after your application is submitted and processed.

If you are taking classes online, you can 1) submit a screenshot of your official midterm grades if these are provided by your school, or 2) ask professors or a TA to send you a completed copy of this or simply an email with your approximate midterm grade, then add all of the documents (including the date the email was sent) to one page and save it as a pdf.

*** Only one file should be uploaded, so please make sure you have grades for all of your classes before submitting the document.

Do not worry about the formally stated application deadline for the Midterm Report. Spring transfer applicants typically submit Midterm Reports in late October/early November and fall applicants typically submit them around the end of March/early April.

Interviews

Formal interviews are not offered due to the number of applicants. A staff member from the ILR Admissions Office may contact a student through email or phone if there is a section of the application that was not fully completed, or if there is additional information that they believe will assist
the Admissions Committee when reviewing the application. This does not imply anything about the specific chances of any particular applicant.

Application Tips

Before submitting your application, we encourage all students to:

- Review the [ILR Curriculum and Sample Electives](#) document to see some of the ways students tailor our program to their interests.

- Read [course descriptions](#) from current and past semesters to see the full range of topics covered at the school.

- Explore the [Student Experience](#) pages to learn more about the unique classes, internships, volunteer and international opportunities that our students pursue.

- Review information on [ILR Career Outcomes](#).

Mailing Instructions

Transfer application materials, including HS and College Transcripts and the Midterm and College Reports, can be mailed to:

Transfer Admissions
Cornell University
Application Processing Center
349 Pine Tree Road
Ithaca, NY 14850-2899

If you have any additional questions about the ILR School or transfer process, please contact:

Ian Schachner
Sr. Associate Director
ILR Admissions Office
Cornell University

phone: 607-255-2222
fax: 607-254-1251
email: ims25@cornell.edu