

SMU[®] TRANSFER APPLICATION CHECKLIST

Step 1: Decide which application method is right for you then complete and submit your application.

[The Common Application](#)

[Apply Texas](#)

[Apply Coalition with SCOIR](#)

[Transfer Update Form](#)

Step 2: Review and complete the application checklist.

- ___ Complete your application on time - check the [application deadlines](#)
- ___ Pay \$60 nonrefundable application fee*
- ___ Submit official college transcripts from all previously attended colleges or universities
Applicants who have completed international coursework must also submit a [professional evaluation](#) that shows the US equivalence for each educational credential and the credit and grade equivalents for university-level courses. This is often called a Course-by-Course evaluation.
- ___ Submit an official high school transcript that includes a graduation date. If the transcript is not in English, it will need to be translated.
- ___ Submit Official TOEFL, IELTS, or Duolingo English Test (DET) results (International only)
- ___ [InitialView interview](#)* (highly encouraged if English is not the applicant's first language, but not required)
- ___ Submit official SAT or ACT scores (optional) (only if you transfer with less than 24 credit hours)
- ___ [Review audition and portfolio requirements](#) (students applying for Dance, Music, Theatre, Art, or Film)

Step 3: Submit your application materials.

Please submit your application online. Supporting documents can be sent via email to ugadmission@smu.edu. We recommend that transcripts be sent electronically to SMU.

Please be sure all materials clearly indicate your first, middle and last name, and your date of birth. If you physically mail your documents, we recommend that you make and keep a copy of all application forms for your records.

We look forward to reviewing your application and getting to know you better. If you have questions, please contact the SMU Office of Undergraduate Admission where any of our transfer admission counselors are ready to help.

Physical Address (for FedEx, UPS, and DHL shipments):

Laura Lee Blanton Building

6185 Airline Road

Dallas, TX 75205

Phone: 214-768-2058

Fax: 214-768-1083

SMU Office of Undergraduate Admission

P.O. Box 750181

Dallas, TX 75275

smu.edu/admission/

Office Hours: 8:30 a.m.-5:00 p.m. Central Standard Time

Step 4: Track Your Status

Track the completion of your application in your personalized Status Page. You will receive an email with your login information within 48-72 hours after you submit your application.

* You may pay online through the SMU Online Application, the Common Application, the Coalition for College Application, or the Apply Texas Application. If you are going to pay by check, make the check payable to SMU and mail to the mailing address above.