



# ILR School

## Transfer Guidelines

Cornell University's School of Industrial and Labor Relations (ILR) only admits transfer students for the fall term. The Transfer Application 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, and 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. However, your ability to graduate in four semesters will depend on how your 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 and the successful completion of program requirements.

## 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 and our affordability initiatives, 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 macroeconomics or microeconomics course
- Your next appropriate level of 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) **or** ILR elective credits (through any foreign language or accounting class)

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-Intensive courses.

To maximize the number of free electives you will have if you transfer to ILR, you can take additional foreign language or 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 courses
- 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)
- At least 2 courses to fill ILR elective credits (these can be filled through foreign language or accounting classes)

Students who are not able to complete all of these requirements can apply and 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.

**Please note:** In all cases, to graduate within your desired timeline, you must work closely with ILR's Registrar to ensure that you complete your remaining curriculum requirements.

## Transfer Credit Evaluations

To have your courses evaluated for transfer credit, email a list of the titles, course descriptions, and grades to [ilradmissions@cornell.edu](mailto:ilradmissions@cornell.edu). Please include the titles and course descriptions for any courses you are currently taking and all AP/IB scores.

## 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 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 Credit Policies

Credit from AP, IB and other standardized exams is awarded based only on ILR's policies. For example, you may receive credit for AP Microeconomics with a score of 4 at your first school, but a score of 5 is required at Cornell. A maximum of 12 credits of Advanced Placement work may be used for Cornell credit.

Please see the Summary of Credit Policies on our [Academics site](#) for detailed information on how credits transfer and guidelines for completing credits once you matriculate at Cornell.

## 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
- a letter/email from a HS counselor is sent to [ilradmissions@cornell.edu](mailto:ilradmissions@cornell.edu) confirming that the course meets the above criteria (this should be sent the summer before the student begins taking classes at Cornell)

## 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 four sections to complete: Personal Information,

Academic History, Supporting Information, and Program Materials. The following notes will help you complete each section.

### **Supporting Information/Documents**

\*Please note: you **do not** need to submit a CV/Resume.

### **Program Materials/Cornell/Questions tab**

You will need to select **Industrial and Labor Relations as both the school and major** in this section.

### **Writing Supplement Essays**

Once you select ILR as the school and major, you must respond to the 2 supplement essay prompts:

1. Cornell University Essay (1500 character limit)

**In the aftermath of the U.S. Civil War, Ezra Cornell wrote, “I would found an institution where any person can find instruction in any study.” For over 150 years, Cornell University has remained deeply committed to Ezra’s vision. Explain how your life experiences will help inform your contributions to a learning community devoted to “... any person ... any study.”**

We encourage you to think broadly about your life experiences, including how local (e.g., family, school, neighborhood) or global communities you’ve been part of have helped shape your perspective.

2. ILR School Essay (3000 character limit)

**Using your personal, academic, or volunteer/work experiences, describe the topics or issues that you care about and why they are important to you. Your response should show us that your interests align with the ILR School.**

This essay must demonstrate your fit with the ILR School. Please note that we **do not** believe fit is demonstrated by listing course titles, names of 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 explore law, business, government, international affairs and other areas in our program.

### **Personal Statement Essay (1250 - 3250 character limit)**

Under the Documents tab of Cornell’s Program Materials section, you will find the prompt for the third essay, the Personal Statement: “How does continuing your education at a new institution help you achieve your future goals?” While the ILR Supplement should specifically address your areas of interest in the ILR School, the Personal Statement should cover aspects of your overall academic path. “Future goals” does not mean we want you to tell us of career or graduate school plans, but why you feel a transfer is the right next step for you. This essay should address one or any combination of the following topics:

- How you wound up studying what and where you are studying, and why another program now seems like a better fit
- 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.

\*\*\*As noted in this section of the app, this tool can be used to request a copy of your final high school transcript (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), by having any staff member at the school email the transcript to [applicant@cornell.edu](mailto:applicant@cornell.edu), or through 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, they can send it to: [applicant@cornell.edu](mailto:applicant@cornell.edu).

## Midterm Report

The [Midterm Report](#) is typically the last component submitted. Students must indicate their official midterm grade or an approximate number or letter grade based on assignments completed by the application deadline. If few assignments or exams have been completed by this time, you are welcome to wait until additional grades are received. Please upload the midterm report **no later than 3 weeks** after the application deadline.

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.

## College Report

Applicants should complete their section of the [College Report](#) and then send it to a Registrar, advisor, or any other staff member with access to student records. The college official (not the applicant) must then submit the completed form by email to [applicant@cornell.edu](mailto:applicant@cornell.edu) or send a printed copy to the address in this document. We must receive a College Report from **every college** where you've taken courses after attending high school.

## Interviews

Formal interviews are **not** offered due to the number of applicants. A staff member from the ILR Admissions Office may contact a student 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.

## Application Tips

Before submitting your application, we encourage all students to:

- Review the [Academics](#) section of our site to learn about the curriculum and see some of the ways students tailor our program to their interests.
- Read [course descriptions](#) from all of our departments to see the full range of topics covered at the school (select a department and then click on Course Offerings to see the courses).
- Watch our [information session](#).

## Mailing Instructions

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

Undergraduate Admissions Office  
410 Thurston Ave  
Ithaca, NY 14850

If you have any additional questions about the ILR School or transfer process, please contact our office at [ilradmissions@cornell.edu](mailto:ilradmissions@cornell.edu).