



Transfer to William & Mary using the Guaranteed Admission Agreement (GAA)

ALL of the following **MUST** be true to use the GAA:

- Final GPA 3.25 or higher based on WM calculation at the time of graduation (If you have repeated any courses, both grades will be included in your GPA for W&M but not at RBC. If you are using previously earned credits to fulfill RBC degree requirements, those grades from original institution will be applied to GPA calculation)
- Take courses as requested per the GAA to meet the MATH, ALV, CSI, and NQR requirements. If you are unsure which RBC courses meet these requirements, please see the [transfer guide](#).
- No conduct issues at RBC.
- Earned at a minimum of 15 credit hours post high school (this means only 15 credit hours of dual enrollment/AP/IB/CLEP credits will be counted; AP/IB/CLEP credit per course will be evaluated based on the current credit for prior learning equivalency table as determined by the William & Mary registrar)
- Upon graduation, 45 of the 60 credits required for the AA or AS degree will have been earned at RBC.
- Have a TOEFL of 100 or greater if English is not the native language.
- It is highly encouraged that you take through 201 of a foreign language while at RBC even if you are completing an AS degree that does not have a foreign language requirement. Completion of a foreign language through the 202 level is a William & Mary undergraduate requirement. If you have any questions, please review the [Foreign Language Proficiency Requirements](#) at William and Mary.
- If you are uncertain or have questions about any of the above requirements or questions regarding the GAA, please contact Rhonda Lubbe at 804-862-6210 / rlubbe@rbc.edu or contact your Learner Mentor.

Semester Prior to Transfer Checklist	Spring Start at WM Deadline	Fall Start at WM Deadline
Meet with your Learner Mentor to review the Common Application transfer application. Decide if you will use recommenders as part of your Common Application. If using RBC faculty or staff recommendations, please see guidance at the end of this document.	First Week of Fall Semester	First Week of Spring Semester
Write your Common App essay, proofread, and revise it with your Learner Mentor.	10/1	2/1
Email a copy of the Transfer College Report to studentsuccess@rbc.edu , with the Applicant section completed by the student. It is recommended that you waive your rights to the final copy and sign/date. This form will be completed by the Director of Student Success, Conduct Coordinator, and Registrar. It will be sent to WM on your behalf. If you are applying to multiple transfer institutions, you will need to ensure that this is clear in your request. If you do not waive your rights, then YOU are responsible for sending this form to other institutions.	10/15	2/15
Apply to William and Mary via The Common Application <ul style="list-style-type: none"> ➤ You will need to request a transcript from your high school and RBC and pay any fees ➤ You will need to complete the Common App essay required by William & Mary ➤ The application fee is waived for RBC students. Please choose "Other Fee Waiver" when you submit your application online. 	Due 11/1	Due 3/1

After the Application is Complete

You should receive your admission decision by 5/1 (or 12/1 for spring transfer). Financial aid packages are typically sent two weeks after. Applications to the School of Business or the School of Education are separate and may be sent after confirming your enrollment at William & Mary with a deposit payment. Those applications are due by 6/1.

A Mid-Semester Grade report is due to William & Mary by 3/28 or 11/22. This is done within the Common App. If you have any problems accessing grades for this report, or need a fillable pdf of the form, please contact provost@rbc.edu. If unable to send via Common App, the form may also be emailed to transfer@wm.edu.

Guidance for Requesting Letters of Recommendation (Note: No Letters of Recommendation are Required):

- Provide the recommender as much advanced notice as possible to compose a letter on your behalf. Two weeks is the **minimum** notice you should give.
- If asking a faculty member, it is highly recommended that these letters come from professors with whom you have established supportive, professional relationships.
- Students should send a personal statement and/or resume to the recommender to provide a better understanding of the student goals and aspirations, which will result in a more personalized letter.
- It is helpful for students to request at least one letter from a professor that teaches your intended major.
- There are several ways to send a letter of recommendation:
 - The student may send the request via the recommender feature on the Common App, and the recipient responds through the Common App
 - The student may upload a copy of the letter within the “Documents” section of Common App
 - The recommender or student may email the letter to transfer@wm.edu
 - The recommender or student may mail the letter to:

William & Mary
Office of Undergraduate Admission
P.O. Box 8795
Williamsburg, VA 23187-8795

DHL, Federal Express, and UPS:

William & Mary
Office of Undergraduate Admission
116 Jamestown Road
Williamsburg, VA 23185