

EMMA WILLARD SCHOOL

Application Procedures for International Students

- How to apply:
1. **Complete the application form.**
 - a. Student should answer all questions completely. Please print clearly in pen, or type.
 - b. Give teacher recommendation forms to your current English teacher, math teacher, and one other teacher of your choice, or guidance counselor with a stamped envelope addressed to the Director of Enrollment, Emma Willard School.
 - c. Have a parent or guardian sign the application form.
 - d. Enclose the \$100 (U.S.) application fee.
 - e. Ask your school office to send a transcript with the Transcript Release Request.
 - f. Arrange for an interview by calling the Admissions Office at 518-833-1320.
 2. **Arrange to take the appropriate testing.**

If you are fluent in English and will be entering grade 9, 10, or 11, you must take the upper level of the SSAT (Secondary School Admission Test). The SSAT is offered at many international locations. Entering juniors or post-graduates may submit their PSAT or SAT scores in lieu of SSAT results. Information on the SSAT may be obtained by visiting www.ssat.org.

 Students for whom English is a second language need not take the SSAT, but must take the TOEFL examination. Information regarding the TOEFL exam is available at www.toefl.org.
 3. **Plan a visit to the campus.**

We encourage you to visit even before you have submitted an application. To arrange for an interview and tour, please call the Admissions Office for an appointment. An on-campus interview is preferred, but if distance or other factors make this impossible, we will be happy to arrange a telephone interview with you. For directions to campus and information about overnight accommodations, please visit our Web site at emmawillard.org/about/visiting.
 4. **To assist you in the admissions process, we ask that parents not fluent in English provide the name and contact information of an adult who can translate communications from the school.**

The Admissions Committee weighs and considers:

- the application and personal statement
- involvement in activities outside class
- the candidate's academic record
- recommendations from the current English and math teachers and a third teacher, guidance counselor, or principal of the student's choice
- standardized test results
- the candidate's interview
- the parent statement

Visa requirements:

Emma Willard School can issue an I-20 form only after a student has been accepted by the admissions committee.

When to apply:

Regular Decision Option:

Applications should be submitted by *February 1*. Admissions decisions will be mailed to students on *March 10*. We require notification of your decision by *April 10*. Later applications will be accepted by the admissions committee as long as space is available. Decisions will be made as soon as possible after the application is complete.

Mid-Year Enrollment Option:

Applications are due by December 15; after that, applications will be accepted on a space-available basis.