TRANSFER APPLICANT RECOMMENDATION FORM

TO BE COMPLETED BY THE DIRECTOR OF STUDENT LIFE/
DEAN OF STUDENTS FOR TRANSFER APPLICANTS ONLY

To the applicant: Please complete the applicant information section and submit this form to the university official as noted above at each institution you have attended. Your signature authorizes the release of information regarding your discipline record. If you have been involved in a disciplinary action at a previous institution it is strongly encouraged that you submit a separate statement explaining the incident. **Your application will not be considered complete until this form is received.**

Name of applicant: _____
Last, First, Middle Initial

Home address: _____
Number and Street

_____
City, State, Zip *County* *Country*

Signature of student to authorize release of the information requested below:

_____
Signature *Date*

To Director of Student Life/Dean of Students: The student whose name and signature appear above is applying for transfer admission to Saint Joseph's University. This is not an academic recommendation. We are requesting information regarding this applicant's disciplinary history and standing at your institution in an effort to assess his/her suitability to Saint Joseph's. This form should only be completed by a University official who has access to and is authorized to release information on disciplinary records. If you are not a university official who can provide the requested information, please return this form to the student. An admission decision can be delayed if the form is not submitted to the proper office.

Please complete the following information and return this form to:

Office of Undergraduate Admissions
Saint Joseph's University
5600 City Avenue
Philadelphia, PA 19131
Fax: 610-660-1314

1. Do you have access to student disciplinary records? Yes___ No____
2. Has this applicant been the subject of any disciplinary action for conduct at your institution? *(If yes, please explain briefly on the reverse side of this form or a separate sheet of paper.)* Yes___ No____
3. Has this applicant been subject to a disciplinary probation period, suspended, dismissed, expelled, or removed from your institution for disciplinary reasons? *(If yes, date/s_____)* Yes___ No____
4. Is this student in good disciplinary standing, i.e., eligible to return to your institution? (*If no, please explain briefly on the reverse side of this form or on a separate sheet of paper)* Yes___ No____
5. To your knowledge, are there any factors which would interfere with this applicant's ability to make normal progress toward his/her degree at Saint Joseph's? (*If yes, please explain briefly on the reverse side of this form or a separate sheet of paper.)* Yes___ No____

_____
Signature *Date*

_____
Print Name *Title/Position*

_____
Institution Name *Telephone* *Email*