

# Transfer Registrar's Form

(verification of good standing)



SAINT JOSEPH'S UNIVERSITY

**Applicants:** Please complete the applicant information section and submit this form to the Director of Student Life, Dean of Students or Registrar's office of the institution you are currently attending. Your signature authorizes 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 complete until this form is received.**

Name of Applicant: \_\_\_\_\_  
Last, First, Middle Initial

Home Address: \_\_\_\_\_  
Number, Street

\_\_\_\_\_ City, State, Zip \_\_\_\_\_ Country

Institution Name: \_\_\_\_\_ CEEB code #: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To be completed by the Director of Student Life, Dean of Students or Registrar's office for transfer applicants.  
**Director of Student Life/Dean of Students/Registrar's Office:** 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 evaluation questions and return to:

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

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? Yes\_\_\_ No\_\_\_  
*(If yes, please explain briefly on the reverse side of this form or a separate sheet of paper.)*
3. Has this applicant been subject to a disciplinary probation period, suspended, dismissed, expelled, or removed from your institution or disciplinary reasons? Yes\_\_\_ No\_\_\_  
*(If yes, date/s \_\_\_\_\_)*
4. Is this student in good disciplinary standing i.e., eligible to return to your institution? Yes\_\_\_ No\_\_\_  
*(If no, please explain briefly on the reverse side of this form or on a separate sheet of paper)*

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Institution's Name: \_\_\_\_\_