

# TRANSFER REGISTRAR'S FORM

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**APPLICANTS:**

- Complete the applicant section below.
- Submit this form to the Director of Student Life, Dean of Students, or Registrar's Office of the institution you are currently attending or have most recently attended.
- 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.

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Last Name	First Name
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Home Address	City	State	Zip
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Name of Institution	Applicant's Signature	Date
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**THIS SECTION TO BE COMPLETED BY THE DIRECTOR OF STUDENT LIFE, DEAN OF STUDENTS OR 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; it is a request for the applicant's disciplinary history and standing.
- Only complete this form if you have disciplinary records access and information.
- Do NOT give this form back to the student. Return to:  
610-660-1314 (fax)  
[transfer@sju.edu](mailto:transfer@sju.edu)  
Saint Joseph's University  
Office of Undergraduate Admissions  
5600 City Ave  
Philadelphia PA 19131

1. Do you have access to student disciplinary records? Yes \_\_\_ No \_\_\_  
If you answered no, please give this form to someone who has access.
2. Has this applicant been the subject of any disciplinary action for conduct at your institution? Yes \_\_\_ No \_\_\_  
(If yes, please explain on a separate sheet of paper)
3. Has this applicant been subject to a disciplinary probation period, suspended, dismissed, expelled, or removed from your institution for disciplinary reasons? Yes \_\_\_ No \_\_\_  
(If yes, enter dates: \_\_\_\_\_)
4. Is this student in good disciplinary standing (i.e., eligible to return to your institution)? Yes \_\_\_ No \_\_\_

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Administrator's Signature	Date
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Print Name	Title
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Phone	Email
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If you have questions regarding completion of this form, contact [transfer@sju.edu](mailto:transfer@sju.edu) or 610-660-1300.