



TRANSFER REGISTRAR REPORT

To the Applicant

This form must accompany an official copy of your transcript and must be completed by a college official(s) who has access to your academic record and your disciplinary record. Please follow these steps to ensure the form is completed accurately and in its entirety. **Step 1:** Complete all the relevant questions below, including the signature statement. **Step 2:** Give this form to a dean or college official who has access to your academic record and ask that official to complete the academic portion of this form. **Step 3:** If the official completing the academic portion does not also have access to your disciplinary record, please ask the individual to securely forward the form to a second official who can answer those questions.

Legal Name - Last/Family	First/Given	Middle (complete)		
		<input type="checkbox"/> Male		
Birth Date (mm/dd/yyyy)	Social Security #	<input type="checkbox"/> Female		
Address - Number & Street	apartment #			
City/Town	County or Parish	State/Province	Country	Zip/Postal Code
College/University you now attend				

I authorize the release of this information to the Washington College Office of Admissions.

Signature

Date

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To the College Official

If you have access to the applicant's academic record and disciplinary record, please complete this form in its entirety. Attach the applicant's official transcript. Use both pages to complete your evaluation for this student, and be sure to sign. Please submit this form directly to the Washington College Office of Admissions.

College Official Name and Title	
Email Address	Phone Number
Institution Name	CEEB/ACT Code
Institution Address	
Signature	Date

Academic Standing - Rank

Class Rank _____ Class Size _____

Covering a period from (mm/yy) to _____

The Rank is Weighted Unweighted

How many additional students share this rank? _____

Graduation (mm/dd/yy) _____

Is this applicant in good standing? Yes No

Is this applicant eligible to return to your institution? Yes No

If you answered no to either or both questions, please provide documentation with details.

Disciplinary Standing

If you are completing only the questions pertaining to the applicant's disciplinary record, please provide the following information:

College Official Name and Title _____

Email Address _____ Phone Number _____

Institution Name _____

Signature _____ Date _____

Has the applicant ever been found responsible for a disciplinary violation at your school, whether related to academic misconduct or behavioral misconduct, that resulted in the applicant's probation, removal, dismissal, or expulsion from your institution?

Yes No

To your knowledge, has the applicant ever been convicted of a misdemeanor, felony, or other crime?

Yes No

If you answered 'yes' to either or both questions, please attach a separate sheet of paper or use a written recommendation to give the approximate date of each incident and explain the circumstances.

I recommend this student: No basis With reservation Fairly Strongly Strongly Enthusiastically

Check here if you would prefer to discuss this applicant over the phone with the Washington College Office of Admissions. You may contact Cassandra Hynson, Associate Director for Transfer Admission, at 410-778-7700 or chynson2@washcoll.edu.

Please return this form and accompanying documents by mail to
Washington College, Office of Admissions, 300 Washington Ave., Chestertown, MD 21620.