TRANSFER REGISTRAR REPORT

CONTACTS
Official Name / Title
Email / Phone
Website / Profile
Institution / CEEB
Address

ACADEMICS
Academic Section should be completed to the extent possible. Non-applicable information may be left blank.
Class Rank ___________ Class Size ___________ Covering a period from (m/y) ___________ to ___________
The rank is ☐ weighted ☐ unweighted. How many students share this rank? ___________
Cumulative GPA: _______ on a _____ scale, covering a period from (m/y) ___________ to ___________
This GPA is ☐ weighted ☐ unweighted. The school’s passing mark is: ___________
Highest GPA in class ______________________________________________________________________
Graduation ______________________________________ (m/d/y)

EVALUATION
Evaluation Section should be completed to the extent possible based on institutional records and personal
knowledge of applicant.
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 attach a document that provides details.
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, suspension, removal, dismissal, or
expulsion from your institution? ☐ Yes ☐ No ☐ School policy prevents me from responding
To your knowledge, has the applicant ever been convicted of a misdemeanor, felony, or other crime?
☐ Yes ☐ No ☐ School policy prevents me from responding
If you answered “yes” to either or both questions, please attach a document with the approximate date of each
incident and explain the circumstances.
I recommend this student: ☐ No basis ☐ With reservation ☐ Fairly strongly ☐ Strongly ☐ Enthusiastically

Signature ____________________________________________

Please mail this form and accompanying documents directly to the each college/university admission
office. Do not mail this form to The Common Application offices.

Please attach an official transcript before mailing.