



TRANSFER COLLEGE 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 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, before duplicating this form and mailing it to your colleges along with copies of your official transcript(s).

Legal Name: _____
Last/Family/Sur (Enter name exactly as it appears on official documents) First/Given Middle (complete)

Birth Date: _____ Social Security #: _____ Male ☐
mm/dd/yyyy (Optional) Female ☐

Address: _____
Number & Street Apartment #

City/Town County or Parish State/Province Country ZIP/Postal Code

College/university you now attend _____

Common Application ID#: _____ BU ID# (if applicable): _____

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 (check copies for readability). Use both pages to complete your evaluation for this student, and be sure to sign below. If you have access to the applicant's academic record only, please complete the relevant portion of this form, then forward to the appropriate official for completion of the disciplinary questions, asking that official to mail the form to Boston University after doing so. **Do not mail this form to The Common Application offices.**

College Official Name and Title: _____

Email and Phone: _____

Institution Name: _____

CEEB/ACT Code: _____

Institution Address: _____

Signature _____ Date: _____

ACADEMIC STANDING

Cumulative GPA: _____ on a _____ scale Covering a period from (mm/yyyy) _____ to _____

(Continued on back)

This GPA is: ☐ weighted ☐ unweighted.

The school's passing mark is: _____

Highest GPA in class _____

Graduation _____ (mm/dd/yyyy)

1. Is this applicant in good standing?

☐ Yes

☐ No

2. 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 and Phone: _____

Institution Name: _____

Signature _____ **Date:** _____

1. 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

2. 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 BU Admissions, you may contact us at 617-353-2300.

Please return this form and accompanying documents by mail to Boston University Admissions, 881 Commonwealth Avenue, 6th Floor, Boston, MA 02215; or by fax to 617-353-9695. **Do not mail this form to The Common Application offices.**