

COLLEGE STUDENT RECORD FORM



After downloading and completing the applicant questions below, share this form with a college official at the school from which you are transferring who has access to your student disciplinary and academic record. If you are unsure of whom to contact at your current institution, we recommend contacting the dean of students, Office of the Registrar, or your faculty/staff advisor to ask about the appropriate contact.

APPLICANT

Student Name _____
Last First Middle Initial Jr., etc.

Date of Birth _____ *mm/dd/yyyy* Notre Dame Applicant ID Number _____

I authorize all colleges and universities I've attended to release all requested records and authorize review of my application for the admission process indicated on this form.

Under the 1974 Family Educational Rights and Privacy Act, if you enroll at the University of Notre Dame, you will have access to this form and all other recommendations and supporting documents submitted by you and on your behalf after matriculating, unless you waive your right to access. Please select one of the following statements:

I waive my right to access all recommendations and supporting documents submitted by me or on my behalf.

I **DO NOT** waive my right to access all recommendations and supporting documents submitted by me or on my behalf.

- I understand that my decision may lead my counselors or teachers to decline to write recommendations on my behalf. I also understand that my decision may lead the University of Notre Dame to disregard any recommendation submitted on my behalf.

Applicant Signature _____ Date _____

COLLEGE OFFICIAL →

COLLEGE OFFICIAL

Institution Name _____ CEEB _____

Address _____

Phone _____ Email Address _____

Name of College Official _____ Title _____

Student Name _____

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

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 provide details or use your letter of recommendation to give the approximate date of each incident and explain the circumstances.

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

Is this student in good academic standing? Yes No

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

I recommend this student:

No Basis With reservation Fairly Strongly Strongly Enthusiastically

College Official Signature _____ Date _____

Please save and submit this completed form to the
Office of Undergraduate Admissions at the University of Notre Dame
at ndforms@nd.edu with the subject line "College Student Record Form - [Student's Last Name]"