



SALVE REGINA UNIVERSITY

TRANSFER REGISTRAR REPORT

Please complete the applicant information section and submit this form to the college official who has access to disciplinary records at each college/university you have attended. Your signature authorizes the release of information regarding your disciplinary record. Failure to submit this information will prevent your application from being reviewed. If you have been involved in disciplinary action at a previous institution, you may submit a separate statement explaining the incident. The completed form must be sent directly by the college official to: **Salve Regina University, Office of Undergraduate Admissions, 100 Ochre Point Avenue, Newport, RI 02840.**

PART I: TO BE COMPLETED BY APPLICANT

Name of Applicant	Last	First	Middle
Home Address	City	State	Zip
Telephone	Email Address		
Applicant Signature to Authorize Release of Student Disciplinary Records			Date

PART II: TO BE COMPLETED BY COLLEGE OFFICIAL

The college official signing this form must have access to student disciplinary records. Please complete the following information on the above named student who is applying for transfer admission to Salve Regina University. ***You may use a separate piece of paper or the reverse side of this form for additional comments.**

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 of the above questions, please explain _____

3. 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.
4. 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 of the above questions, please give the approximate date of each incident and explain the circumstances _____

Signature: _____ Date: _____
Name Printed: _____ Title / Position: _____
Institution: _____ Telephone: _____