

APPLICANT INSTRUCTIONS

This form should be completed by a college official(s) who has access to your academic and disciplinary records.

Please follow these steps to ensure the transfer college report is completed accurately and completely. **Step 1:** Complete all relevant questions below, including the signature statement. **Step 2:** Take this form to the Registrar's Office, Dean of Students or Student Life Offices and ask an official to complete the form. **Step 3:** If the official completing the academic portion does not have access to your disciplinary record, please ask the individual to forward the form to a second official who can answer those questions before submitting the form to Gonzaga's Office of Admission.

Full Legal Name : _____

Last Name

First Name

Middle Initial

Birth Date (mm/dd/yyyy) _____ College or University _____

Address _____
Number & Street Apartment # City/Town State/Province Country ZIP/Postal Code

How many college credits have you earned prior to this academic year? _____

How many college credits will you earn this academic year? _____

IMPORTANT PRIVACY NOTICE

By signing this form, I authorize every school that I have attended to release all requested records and recommendations to Gonzaga University. I also authorize Gonzaga University to confidentially contact my current and former schools should they have questions about the information submitted on my behalf.

- I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.
- I DO NOT waive my right to review all recommendations and supporting documents submitted by me or on my behalf.
 - I have chosen not to waive my right to review my recommendations and supporting documents. 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 colleges to disregard any recommendations submitted on my behalf.

Applicant Signature _____ Date _____

COLLEGE OFFICIAL INSTRUCTIONS

If you have access to the applicant's academic and disciplinary records, please complete this form in its entirety. 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, and ask that individual to submit the form to Gonzaga University.

College Official's Name (Mr./Mrs./Ms./Dr.) _____
Please print or type

Signature _____ Date _____
mm/dd/yyyy

Title _____ College or University _____

College or University Address _____
City/Town State/Province Country ZIP/Postal Code

College Official's Telephone (_____) _____ College Official's Fax (_____) _____
Area/Country/City Code Number Ext. Area/Country/City Code Number Ext.

College or University CEEB/ACT Code _____ College Official's E-mail _____

Please mail, email or fax the completed form to:

Office of Admission Email: admissions@gonzaga.edu
Gonzaga University Fax: 509-313-5780
502 E. Boone Ave
Spokane, WA 99258-0102

BACKGROUND INFORMATION

This GPA is

weighted unweighted

Student's Cumulative GPA is a _____ on a _____ scale, covering a period from _____ to _____
mm/yyyy mm/yyyy

The school's passing mark is _____ Highest GPA Earned _____
mm/yyyy

Expected Graduation date _____

SCHOOL SEAL



If you know this student, please indicate for how long and in what context. _____

If you know this student, what are the first words that come to your mind to describe this student? _____

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

College Official's Name (Mr./Mrs./Ms./Dr.) _____

Please print or type

Signature _____ Date _____

mm/dd/yyyy

Title _____ College Official's E-mail _____

College Official's Telephone (____) _____ College Official's Fax (____) _____

Area/Country/City Code Number Ext.

Area/Country/City Code Number Ext.

① Is this applicant in good academic standing?

Yes No

② Is this applicant eligible to return to your school?

Yes No

If you answered no to either or both questions, please attach a separate sheet of paper or use your written recommendation to provide details.

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 your written recommendation to give the approximate date of each incident and explain the circumstances.

Check here if you would prefer to discuss this applicant over the phone with Gonzaga's Office of Admission.

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