

CONNECT
ENGAGE
INSPIRE



OFFICIAL RECOMMENDATION FORM FOR TRANSFER STUDENTS

Part I - To Be Completed by Applicant

Name of Applicant _____
SSN _____ Phone _____
Address _____
City _____ State _____ Zip Code _____
Current College or Last Attended _____

Part II – To be Completed by Dean of Students or equivalent at current or most recent institution

Mr./Mrs./Ms./Dr. First Name _____ Last Name _____
Title/Position _____ Relationship to Student _____
Institutional Name/Organizational Affiliation _____
Address _____
Daytime Phone _____ Email _____ CEEB _____

Please rank the student on the following criteria:

	Best	Good	Fair	Poor	N/A
Academic Achievement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concern for Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Is this applicant in good academic standing? ☐ Yes ☐ No
2. Is this applicant in good financial standing? ☐ Yes ☐ No
3. Is this applicant eligible to return to your school? ☐ Yes ☐ No ☐ N/A

If you answered "No" to any or all questions 1-3, please attach a separate sheet of paper or use your written recommendation to provide details.

4. 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

5. Has the applicant withdrawn from your institution prior to the adjudication of a judicial infraction?

☐ Yes ☐ No ☐ School policy prevents me from responding

6. To your knowledge, has the applicant ever been adjudicated guilty or convicted of a misdemeanor, felony, or other crime?

☐ Yes ☐ No ☐ School policy prevents me from responding

If you answered "Yes" to any or all questions 4-6, please attach a separate sheet of paper or use your written recommendation to give the approximate date of each incident and explain the circumstances.

Applicants are expected to immediately notify the institution to which they are applying should there be any changes to the information requested in this application, including disciplinary history.

☒ Check here if you would prefer to discuss this applicant over the phone with the admission office.

I recommend this student: ☐ Enthusiastically ☐ Strongly ☐ Fairly Strongly ☐ With Reservation ☐ No Basis

Please attach a separate sheet to share any additional insight concerning this applicant.

Signature of College Official _____ Date _____

Return by fax (352) 588-8257 or email (below) or mail to: Saint Leo University — Admissions — MC 2008 — P.O. Box 6665 — Saint Leo, FL 33574-6665