

## 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](mailto:admissions@gonzaga.edu)  
**Gonzaga University** Fax: 509-313-5780  
502 E. Boone Ave  
Spokane, WA 99258-0102

## BACKGROUND INFORMATION

This GPA is

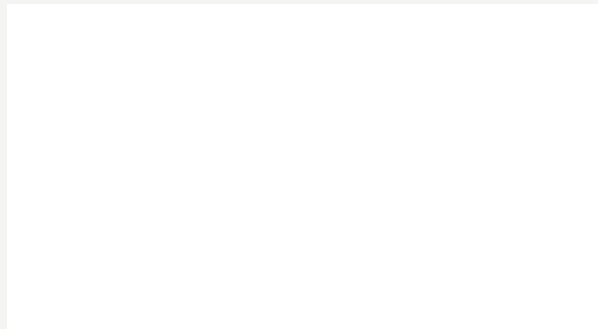
weighted  unweighted

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