



# SAINT VINCENT COLLEGE

## Transfer Student: Dean of Students Reference Form

### Dear Transfer Student:

The completion of this form is necessary for transfer application to Saint Vincent College. Please fill in the following information and submit it to the Office of the Dean of Students at the last college or university in which you were enrolled.

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Temporary Address: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_

The Family Educational Rights and Privacy Act of 1974, as amended, guarantees confidentiality of the students' educational records. In an effort to expedite my transfer, I, \_\_\_\_\_, authorize the Dean of Students to release all information as it pertains to my conduct and code of behavior.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

### To the Dean of Students:

This student has applied for transfer to Saint Vincent College. Will you or a member of your staff who has access to the student's records please complete this form? It may be returned by email, fax, or mail: Office of Admission & Financial Aid, Saint Vincent College, 300 Fraser Purchase Road, Latrobe, PA 15650-2690. Your cooperation is appreciated.

1. Has this student been dismissed from your institution? **Yes** \_\_\_ **No** \_\_\_
2. Has this student been subject to a non-academic related disciplinary action? **Yes** \_\_\_ **No** \_\_\_
3. Has the student's behavior ever indicated a threat to self or to another? **Yes** \_\_\_ **No** \_\_\_
4. Is this student eligible to return to your institution? **Yes** \_\_\_ **No** \_\_\_

If the answer to 1, 2, or 3 is yes, or the answer to 4 is no, please explain on the reverse side of this form. Please detail the violation(s) or the behaviors of concern.

Signed \_\_\_\_\_ Name \_\_\_\_\_

Official Title \_\_\_\_\_

Institution \_\_\_\_\_

Date \_\_\_\_\_

### Contact:

*Saint Vincent College subscribes to a policy of equal opportunity and does not discriminate on the basis of race, color, sex, religion, age, national origin, or disability in any of its programs and activities.*

- 800-782-5549 or 724-805-2500
- Fax: 724-805-2507
- admission@stvincent.edu
- www.stvincent.edu