



USD - Transfer College Report

Student Details

Last Name _____

First Name _____

Email _____

Birthdate (mm/dd/yyyy) _____

USD ID, if available _____

To the Student: This form must be completed by a college official(s) who has access to both your academic and disciplinary record. Please follow these steps to ensure that the form is completed accurately. **Step 1:** Complete the Student Details and Student Section, including the FERPA signature statement. **Step 2:** Give this form to a dean or college official who has access to your record and ask that official to complete the College Official Section of this form. **Step 3:** If the official completing the College Official Section does not also have access to your disciplinary record, please ask the individual to securely forward the form to a second official who can answer those questions and send the completed form to USD. If you have not already requested that a copy of your official transcript be sent to USD, please make that request now.

Student Section

Name of Current College/University _____ City, State, Country (If outside U.S.) _____

Student - FERPA release authorization

I acknowledge that every school that I have attended may release all requested records and recommendations to colleges to which I am applying for admission. I also understand that employees at these colleges may 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.

I DO NOT waive my right to review all recommendations and supporting documents.

I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my selections on this page cannot be changed after any recommendation or application submission.

Signature _____ Date _____
mm/dd/yyyy

College Official Section

TO THE COLLEGE OFFICIAL: If you have access to the student's academic records, please complete this form in its entirety. Please **mail, fax or email this form directly to the Office of Undergraduate Admission at the University of San Diego.** (See contact box below.) Do not send this form to Common App. If you prefer to speak about this applicant with an admission counselor over the phone, check here: _____

College Official's Name _____
First/given Middle initial Last/family/sur

Title _____ Phone _____
Include country code, number, and extension (if applicable)

Email _____ College Name _____

Background information

 Please ensure that information matches what is on the transcript.

Cumulative GPA _____ GPA scale _____ From (start date) _____ *mm/dd/yyyy* Ending (final date) _____ *mm/dd/yyyy*

Is this student in good academic standing?
If you answer no, please attach an explanation.

Yes No

Is this student eligible to return to your school?
If you answer no, please attach an explanation.

Yes No

Has this student ever been found responsible for a disciplinary violation, whether related to academic or behavioral misconduct, that resulted in the student's probation, suspension, removal, dismissal or expulsion?

Yes No

Signature _____ Date _____

College Official, please send this completed form directly to USD. Preferred submission method is via email, provided it comes from your college email account. Email: admissions@sandiego.edu

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