

TRANSFER RECOMMENDATION FORM

This form must accompany an official copy of your transcript and must be completed by a college official who has access to your academic record and your disciplinary record. Please follow these steps to ensure the form is completed accurately and in its entirety. **Step 1:** Complete all relevant questions below, including the signature statement. **Step 2:** Give this form to a dean or college official who has access to your academic record and ask that official to complete the academic portion of this form. **Step 3:** If the official completing the academic portion 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 before duplicating this form and mailing it to Alma College along with copies of your official transcript(s). *If you are not currently enrolled in a college or university, please submit this form to a dean or college official at the last institution you attended.*

Student Name _____
(First) (Middle) (Last) (Jr., III, etc.)
Home Address _____ P.O. Box _____
City _____ County _____ State _____ Zip _____
Phone Number (_____) _____ Date of Birth (month/day/year) _____
College/university you now attend _____ CEEB/ACT Code _____
How many college credits have you earned prior to this academic year? _____ How many will you earn this academic year? _____

IMPORTANT PRIVACY NOTE: By signing this form I authorize all schools that I have attended to release all requested records covered under the Federal Educational Rights and Privacy Act (FERPA) so that my application may be reviewed by Alma College. I further authorize the admission officers reviewing my application, including seasonal staff employed for the sole purpose of evaluating applications, to contact officials at my current and former schools should they have questions about the school forms submitted on my behalf.

I understand that under the terms of the FERPA, after I matriculate I will have access to this form and all other recommendations and supporting documents submitted by me and on my behalf, unless at least one of the following is true:

1. The institution does not save recommendations post-matriculation (*see list at www.commonapp.org/FERPA*).
2. I waive my right to access below, regardless of the institution to which it is sent:
 Yes, I do waive my right to access and I understand I will never see this form or any other recommendations submitted by me or on my behalf.
 No, I *do not* waive my right to access, and I may someday choose to see this form or any other recommendations or supporting documents submitted by me or on my behalf to the institution at which I'm enrolling, if that institution saves them after I matriculate.

Signature _____ Date _____

TO THE COLLEGE OFFICIAL

If you have access to the applicant's academic record and disciplinary record, please complete this form in its entirety. Attach the applicant's official transcript (check copies for readability). Use both pages to complete your evaluation for this student and be sure to sign below. 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, asking that official to mail the form to Alma College after doing so.

College Official's Name (Mr./Mrs./Ms./Dr.) _____
Signature _____ Date _____
Title _____ College or University _____
College or University Address _____
College Official's Telephone (_____) _____ College Official's Fax (_____) _____
College or University CEEB/ACT Code _____ College Official's E-mail _____

School Seal

BACKGROUND INFORMATION

Cumulative GPA: _____ on a _____ scale, covers a period from _____/_____/_____ to _____/_____/_____.
mm/yyyy mm/yyyy

This GPA is weighted unweighted. The school's passing mark is _____.

Highest GPA in class _____ Graduation date _____
mm/dd/yyyy

EVALUATION

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? _____

Please provide comments that will help us differentiate this student from others. Feel free to attach an additional sheet or another reference you've prepared for this student. We especially welcome a broad-based assessment and encourage you to consider describing or addressing:

- The applicant's academic, extracurricular and personal characteristics.
- Relevant context for the applicant's performance and involvement, such as particularities of family situation or responsibilities, work obligations or other circumstances, either positive or negative.
- Observed problematic behaviors, perhaps separable from academic performance, that Alma College should explore further.

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

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

Signature _____ Date _____

Title _____ College Official's E-mail _____

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

Is this applicant in good academic standing? Yes No

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.

- 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
- 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 the Admissions Office.

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

PLEASE RETURN TO:

Alma College Admissions Office
614 W. Superior Street
Alma, Michigan 48801-1599

(989) 463-7139 • Toll-Free: 1-800-321-ALMA • Fax: (989) 463-7057
E-mail: admissions@alma.edu

CONFIDENTIALITY

We highly value your comments and ask that you complete this form with the knowledge that it may be retained in the student's file should the applicant enroll at Alma College. In accordance with the Family Educational Rights and Privacy Act of 1974, matriculating students do have access to their permanent files which may include forms such as this one. Alma College does not provide access of admission records to applicants, those students who are denied, or those who decline an offer of admission. Thank you for your cooperation and thoroughness in completing this form.