

**Office of Admissions and Records
Morris College
Sumter, South Carolina 29150**

CONFIDENTIAL FORM

Request of Transfer Student Applicant for Academic Transcript and Status Statement

PART I. (TO BE COMPLETED BY THE STUDENT)

Date: _____

Social Security Number: _____

Name of Student (please print): _____

(first)

(MI)

(last)

Home Address: _____

(number and street or box number and route number)

(city)

(state)

(zip)

I attended (name of college): _____

Dates of Attendance _____ to _____

I hereby authorize release to the Office of Admissions and Records at Morris College of an official copy of my academic transcript and of such additional information indicated below regarding my standing at your institution as of this date.

Signature of Student: _____

Mail this form to the Registrar or Chief Records Officer at the institution that you previously attended.

PART II (TO BE COMPLETED BY DEAN OF STUDENT AFFAIRS)

- 1) To your knowledge, was the student ever convicted of a criminal offense?
If yes, please explain.
- 2) Was the student ever suspended for disciplinary reasons?
- 3) Does the student relate well to others?

Signature of Dean of Student Affairs: _____

PART III (TO BE COMPLETED BY REGISTRAR OR CHIEF RECORDS OFFICER OF THE PREVIOUS INSTITUTION AND TO BE RETURNED TO MORRIS COLLEGE

- 1) The student named above:
 - a) _____ is presently enrolled at this institution.
 - b) _____ was formerly enrolled at this institution.
- 2) The student named above:
 - a) _____ is eligible to enroll at this institution during the next regular semester or quarter
 - b) _____ is not eligible to enroll at this institution during the next regular semester or quarter.
- 3) If the answer to question #2 is "b," indicate the general reason for the student's ineligibility to enroll.
 - a) _____ The student is ineligible to enroll because of academic reasons.
 - b) _____ The student is ineligible to enroll because of student disciplinary violations.
- 4) If the answer to question #3 is "b," describe briefly the nature of the student disciplinary violations:

Signature of Registrar or Chief Records Officer: _____

Name of Institution: _____

Date: _____