

HOLLINS
UNIVERSITY
COLLEGE OFFICIAL'S REPORT

Please complete this form and send all relevant materials to **Hollins University, Box 9707, Roanoke, VA 24020**, or email to **transfer@hollins.edu**. If you have any questions, please contact the Office of Admission at **(800) 456-9595** or **transfer@hollins.edu**. **Before we can review this form, both sides must be complete.**

Name _____
First Middle Last

Birth Date _____ College/University you most recently attended: _____

Address _____
Number & Street Apartment # City/Town State/Province Country Zip

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 Hollins University. 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.
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.

Required 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. If you have access to the applicant's academic record only, please complete the relevant portion, then forward to the appropriate official for completion of the disciplinary questions, asking that official to return the form to Hollins University after doing so. Please note that every section of the form must be completed before review.

College Official's Name _____
Please print or type

Title _____ College/University _____

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 Email _____

Signature _____ **Date:** _____

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ACADEMIC RECORD:

Cumulative GPA: _____ on a _____ scale, covering a period from _____ to _____

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 to provide details.

____ Check here if you would prefer to discuss this applicant over the phone with the Office of Admission.

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

Signature _____ Date: _____

COLLEGE OFFICIAL #2: If you are completing only the questions pertaining to the applicant's disciplinary record, please provide the following information:

College Official's Name _____
Please print or type

Title _____ College/University _____

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 Email _____

Signature _____ Date: _____

DISCIPLINARY RECORD:

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 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 Office of Admission.

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

Signature _____ Date: _____