

# Transfer Student's Recommendation

## To the Transfer Student:

Please complete the information requested here AND THEN give this form to the Dean of Students at your present college, or last college attended. It is your obligation to check with that office to verify this form has been returned to **Concordia University, St. Paul**. This information supplements your transcripts and your application cannot be processed until this information is received. Your signature is your authorization to release this information to **Concordia University, St. Paul**.

## To the Dean of Students:

The above named student has applied for admission to **Concordia University, St. Paul**. Please provide the information requested and your signature. The student's application is **not complete until we have received this information**. Your prompt reply is appreciated. Thank you.

Please mail to:  
**Concordia University, St. Paul  
Office of Admission**  
275 Syndicate Street North  
Saint Paul, MN 55104

651-641-8230 800-333-4705  
admission@csp.edu  
www.csp.edu



**Concordia**  
UNIVERSITY • SAINT PAUL

Please type or print in black or blue ink. ALL information is necessary to complete your file.

Applicant's Name \_\_\_\_\_  
FIRST NAME MIDDLE LAST/FAMILY NAME MAIDEN

Home Address \_\_\_\_\_  
NUMBER, STREET APT. #

\_\_\_\_\_  
CITY, STATE, ZIP Telephone ( ) \_\_\_\_\_

I hereby authorize \_\_\_\_\_ to release this information to the Office of Admission, **Concordia University**, 275 Syndicate Street North, St Paul, MN 55104.

Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature \_\_\_\_\_

1. Dates of attendance: From \_\_\_\_\_ to \_\_\_\_\_

2. Is this student eligible to continue studies at your institution? \_\_\_\_\_

3. Is he or she on probation of any kind? \_\_\_\_\_ If so, please explain. \_\_\_\_\_

4. Has this student been involved in any disciplinary action while attending your college? If so explain the nature of the offense and action taken. \_\_\_\_\_

5. Please indicate any special achievements, awards or leadership positions. Any comment on this student's character would be helpful. \_\_\_\_\_

6. If you are aware of the reason(s) this student is transferring, please comment. \_\_\_\_\_

7. Is there any other information you think we should know before we make an admission decision on this candidate? \_\_\_\_\_

8. Information given above is based upon: Information in files \_\_\_\_\_ Personal knowledge \_\_\_\_\_

9.  I strongly recommend  I recommend with reservations  I do not recommend  
the above applicant for admission to **Concordia University, St. Paul**.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Position \_\_\_\_\_ Address \_\_\_\_\_