

**DEAN CERTIFICATION FORM**

**Prospective Transfer Student:**

This certification is to be completed by the Dean of Students or the Administrative Office in charge of Disciplinary Records. You must complete a form from each post-secondary school you have attended as a student, regardless of length of time that has passed since you were enrolled.

- 1) Download this form and have it completed by the above office.
- 2) Scan and upload it to your Slate account. All items listed should be completed to the best of the student's knowledge.

**STUDENT INFORMATION:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Social Security: \_\_\_\_\_

Institution completing questionnaire: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_

Degree/ Major granted or expected: \_\_\_\_\_

**To the Dean of Students or Administrative Officer in Charge of Disciplinary Records:**

*I have made application for admission to Morehouse College. I authorize you to furnish any information in your files regarding any disciplinary action(s) taken or sanctions imposed during the time of my enrollment in your institution.*

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY THE SCHOOL OFFICER:**

\_\_\_\_\_ **NO** disciplinary action or sanctions have ever been imposed against the above-named applicant.

\_\_\_\_\_ **YES** disciplinary action or sanctions have been imposed against the above-named applicant.

Please explain below or attach any additional documentation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of College/University Officer (please print): \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Thank you for your assistance. All information supplied on this questionnaire will be kept confidential.