



# LAKE ERIE COLLEGE

## TRANSFER REFERRAL FORM

### APPLICANT

**INSTRUCTIONS:** Transfer students who would like to be considered for admission to Lake Erie College, both sections of this form must be completed.

- First complete SECTION I (married women should include maiden name)
- Sign and date the form
- Submit the form to the Dean of Students at the last institution you attended and request return to: Office of Admissions, Lake Erie College, 391 W. Washington Street, Painesville, OH 44077, by fax to 440-375-7005, or e-mail to admissions@lec.edu.

### SECTION I: To be completed by the student

Expected entry date to Lake Erie College: .....

Applicant's Name: .....  
First Middle Last Maiden

Permanent Address: .....  
Address City State Zip

Phone: ..... E-mail Address: .....

Name of Previous Institution: .....

Dates Attended From: ..... To: .....

Your signature below authorize release of the requested information

Signature: ..... Date: .....

### SECTION II: To be completed by the Dean of Students at last college attended

**Dean of Students:** Please complete this form and return it to the address listed above. Materials submitted in support of applications for transfer admission to Lake Erie College are used only by those members of the Admissions Committee charged with the responsibility for admissions decisions. Each person given access to the materials is instructed to maintain strict confidentiality. In accordance with the Family Educational Rights and Privacy Act of 1974, matriculating students have access to their permanent files which may include forms such as this one.

Has this student been subject to disciplinary action of any type?  Yes  No

If Yes, Please Explain: .....  
.....

Does the student have permission for immediate re-enrollment at your institution?  Yes  No

The social adjustment of this student has been:  Satisfactory  Unsatisfactory

Has there been any evidence of physical or emotional problems that should be brought to our attention?

Yes  No

If Yes, Please Explain: .....

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.....

To your knowledge, has the applicant ever been involved with the use or possession of drugs on or off campus?

Yes  No

If Yes, Please Explain: .....

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These reports are based on:

Records  Counseling Contacts  Personal Acquaintance  Casual Acquaintance

Do you wish to discuss this student by phone?  Yes  No

Signature: .....

Title: .....

Institution: .....

Phone: .....

## CONFIDENTIALITY/NON-DISCRIMINATORY POLICIES

In accordance with the Family Educational Rights and Privacy Act, matriculating students will have access to their permanent files. We do not provide access to admission records to applicants who are either denied admission or decline an offer of admission.

Lake Erie College, in accordance with Title VI of the Civil Rights Act of 1964, operates in a non-discriminatory manner with regards to race, color, age, or national origin. Furthermore, as required by Title IX of the 1972 Education Amendments, Lake Erie College does not discriminate on the basis of sex in its education programs, activities or employment policies. Lake Erie College also provides equal opportunity to qualified disabled persons in accordance with the requirements of the Americans with Disabilities Act.