



## TRANSFER CLEARANCE FORM

NON-ACADEMIC REPORT FORM FOR STUDENTS WISHING TO TRANSFER TO WEST LIBERTY UNIVERSITY. COMPLETION OF THIS FORM IS NECESSARY IN ORDER TO REGISTER FOR CLASSES. THIS FORM MUST BE SUBMITTED AFTER ENROLLMENT IS COMPLETED AT YOUR PREVIOUS INSTITUTION.

TRANSFER APPLICANT: PLEASE COMPLETE *SECTION A* AND FORWARD THIS FORM TO THE DEAN OF STUDENTS AT THE LAST COLLEGE OR UNIVERSITY WHICH YOU ATTENDED.

### SECTION A: TO BE COMPLETED BY THE STUDENT

Name (Print) \_\_\_\_\_ Birthdate \_\_\_\_\_  
(Last) (First) (M.I.)

I authorize \_\_\_\_\_ which I attended from \_\_\_\_\_ to \_\_\_\_\_  
(College or University)

to disclose to West Liberty University all records relating to any misconduct I engaged in during said time period. See SECTION B below. When SECTION B has been completed, I request that this form be sent to the Transfer Coordinator in the Admissions Office at West Liberty University.

\_\_\_\_\_  
(Student's signature)

\_\_\_\_\_  
(Date)

### SECTION B: TO BE COMPLETED BY THE OFFICE OF THE DEAN OF STUDENTS

PLEASE RETURN THE COMPLETED FORM TO: ADMISSIONS OFFICE  
WEST LIBERTY UNIVERSITY  
208 UNIVERSITY DRIVE  
COLLEGE UNION BOX 101  
WEST LIBERTY, WV 26074  
[admissions@westliberty.edu](mailto:admissions@westliberty.edu)

1. According to your records, has the above student been suspended or expelled for non-academic reasons?

No \_\_\_\_\_ Yes \_\_\_\_\_ Date of suspension or expulsion \_\_\_\_\_

2. If "yes," when is the student eligible to return to your institution? \_\_\_\_\_

School official completing this form:

Name \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_