

Transfer Student Discipline Record Release Form

This form must be submitted to the Berklee Office of Admissions **at least one month prior** to enrollment.

Students entering in the Fall semester, form due:	August 1
Students entering in the Spring semester, form due:	December 15
Students entering in the Summer semester, form due:	April 15

Student Section: Complete this section and deliver to the Dean of Students or Chief Student Conduct Officer at any college(s) you currently attend or have attended within the last five years. Forms submitted by the Registrar will not be accepted.

Name of student (please print)	Date of birth (month/day/year)
Signature of student	Date

Dean of Students Section: Please complete as accurately as possible and return to the address below. If you answer yes to any of the questions 3 through 5, please explain on a separate sheet.

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| 1. Has the student ever enrolled at your institution? | Yes | No |
| 2. Is the student eligible to re-enroll? | Yes | No |
| 3. Has the student received official disciplinary action from your institution? | Yes | No |
| 4. Has the student been arrested, charged, or convicted of a criminal offense? | Yes | No |
| 5. Is there any other reason why the student should not be admitted? | Yes | No |

School official name	Title
Institution	
Signature of official	Date

**School Stamp/Seal
REQUIRED**

Please email a copy of this document to: eo@berklee.edu
 A copy may also be faxed to 617-747-2047 or mailed to:
 Berklee College of Music – Office of Admissions
 1140 Boylston Street
 Boston, MA 02215