



WHEELING UNIVERSITY

Transfer Clearance Form

The transfer clearance form is a required report of your non-academic behavior at previous institutions for students wishing to transfer to Wheeling University. Completion of this form is necessary in order to register for classes.

Please complete Section 1 and forward to the Dean of Students Office (Section 2) at the last institution you attended.

Section 1:

Name (Print): _____ SSN: _____
(Last) (First) (M.I)

I hereby authorize the Dean of Students/Chief Student Services Office at _____
(College/University)

to complete this form and submit to the Office of Admissions at Wheeling University.

Date Attended: _____ to _____

(Student Signature)

(Date)

Section 2: To be completed by the Dean of Students/Chief Student Services Office

Please return completed form to: Office of Admissions
Wheeling University
316 Washington Ave.
Wheeling, WV 26003
Fax: 304-243-2397 Email: admiss@wju.edu

Was this student involved in any disciplinary actions during time of attendance? Yes No

If Yes, please describe the charge and action taken: _____

Is this student eligible for immediate re-enrollment at your institution? Yes No

If no, please explain: _____

Basis of report: Records Personal Other

Institution official completing form:

Name: _____

Signature: _____

Title/Position: _____

Date: _____

Phone: _____

Email: _____