



Instructions for Applicant: Please complete the *Student Information* and *Disclosure Agreement* sections and submit this form to the Registrar's Office at the college you most recently attended. You must complete this process even if you did not earn any academic credit at that respective institution.

Instructions for College or University Official: The student named below has applied for admission to Newberry College. In order for our Office of Admission to conduct an informed review of the applicant's records, we ask that you answer candidly the questions listed in the *Student Record Data* section.

Student Information (To Be Completed by Applicant)		
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="text-align: center;">Student's Legal Name</div>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="text-align: center;">Student's Date of Birth (mm/dd/yyyy)</div>	
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="text-align: center;">Primary Street Address</div>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="text-align: center;">Apartment Number</div>	
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="text-align: center;">City</div>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="text-align: center;">State</div>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="text-align: center;">Zip</div>

Disclosure Agreement (To Be Completed by Applicant)	
<p><i>I understand that some of my records may be protected under the Family Educational Rights and Privacy Act of 1974 and cannot be released without my written consent. I hereby waive all provisions of the law and privilege relating to the records requested in this disclosure, and I hereby waive my right to access the information provided below. I certify that this consent has been given freely and voluntarily.</i></p>	
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="text-align: center;">Student's Signature</div>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="text-align: center;">Date</div>

Student Record Data (To Be Completed by Registrar's Office)	
<p><i>To the best of my knowledge and ability, I hereby certify that the information listed below is accurate. I understand that the Office of Admission at Newberry College may follow up via email or telephone should they have any additional questions or concerns.</i></p>	
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="text-align: center;">Official's Signature</div>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="text-align: center;">Date</div>
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="text-align: center;">Official's Name</div>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="text-align: center;">Official's Title</div>
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="text-align: center;">Name of College or University</div>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="text-align: center;">Official's Phone Number or Email</div>

Question	Answer (Circle One)
Is this student eligible to return to your institution next term?	Yes / No / Student has graduated
Is this student eligible to live in on-campus housing at your institution?	Yes / No / Not applicable
Is this student in good academic standing at your institution?	Yes / No

Has this student even been found responsible for a disciplinary violation at your institution, whether related to academic misconduct or behavioral misconduct that resulted in probation, suspension, or expulsion from your institution?	Yes / No
To your knowledge, has this student even been convicted of a misdemeanor, felony, or other crime?	Yes / No

Thank you for taking the time to provide the above information. If you answered “No” to questions 1, 2, or 3, or if you answered “Yes” to questions 4 or 5, please provide additional information in the space below. If you prefer to discuss this student’s record in person, please let us know at 803.321.5127 or via email at admission@newberry.edu.

Once completed, please scan and return this form directly to the Office of Admission via fax at 803.321.5138 or email at admission@newberry.edu.