

# Transferring from Bard: Frequently Asked Questions

## **How do I order a transcript?**

*Bard does not submit transcripts electronically through the CommonApp. On the CommonApp under Registrar you can enter Nicole van Zutphen and send the email to: [transcripts@bard.edu](mailto:transcripts@bard.edu). THIS WILL NOT SEND A TRANSCRIPIT. YOU MUST FILL OUT A TRANSCRIPT REQUEST FORM and submit it to the Registrar's Office on the Second Floor of Ludlow. Transcripts are free for the first one, and \$3 for each additional request. When you go, you should have the name and address of where you want them sent, and cash or check. You should plan at least two weeks for the transcript to be processed and mailed.*

## **Under Additional Forms, who fills out the Transfer College Report?**

*One of the Deans of Students fills out this form. You will need to complete the "Intent to Transfer Form" before they will fill out the form. If you are on social or academic probation, you will have to meet with one of the deans before the forms can be sent. You should provide the dean with one signed, dated copy of the Transfer Registrar Report form, and stamped addressed envelopes to all your potential colleges. You should plan at least two weeks for the form to get filled out and mailed.*

## **If I am applying to a college that does not use the CommonApp, and they ask for a letter of good standing or have a form that asks about my social and academic standing, who fills that out?**

*One of the Deans of Students fills out this form. You will need to complete the "Intent to Transfer Form" before they will fill out the form. If you are on social or academic probation you will have to meet with one of the deans before the forms can be sent. You should provide the dean with the signed form or a request for letter of good standing and a stamped, addressed envelope. You should plan at least two weeks for the form to get filled out and mailed.*

## **How do I get faculty recommendations?**

*You should ask them directly. When you meet with them, you should provide them with some background information on why you want to transfer, and what you hope they can discuss in your recommendation. Once you have spoken with them and they have agreed to write you a letter of recommendation, you can enter their information into the Academic Evaluator section of the CommonApp so they can submit their letter electronically.*

## **How do I get high school transcripts?**

*You need to contact your high school registrar's office. Bard cannot release or send out your high school transcripts.*

## **When do I have to tell Bard that I will not be returning?**

*You need to fill out a "Leave of Absence/Withdrawal Questionnaire" and return it to the Dean of Student Affairs Office by May 1 (for the fall semester) or December 1 (for the spring semester). If you do not know by then, and choose to go through room draw and registration at the end of the spring semester, you will forfeit your \$500 deposit. (The \$500 deposit is for the full academic year, so you will only receive your deposit back if you are transferring for the fall semester and do not go through room draw and registration. You forfeit the deposit if you are transferring for the spring semester). After May 1, you need to inform Bard by July 15. After December 1, you need to inform Bard by January 15. You can submit the Leave of Absence/Withdrawal Questionnaire electronically by going to [www.bard.edu/dosa/downloads/](http://www.bard.edu/dosa/downloads/); or you can mail, fax (845-758-7646), or email <[dosa@bard.edu](mailto:dosa@bard.edu)> your withdrawal form directly to the office.*

## **If I leave and don't like my new school, can I come back?**

*If you transfer and realize that it was a mistake, you may be eligible to return to Bard provided that you left in good social and academic standing and that you have a statement from your transfer institution certifying that you are in good social and academic standing there. You should contact the Dean of Student Affairs Office (845-758-7454 or [dosa@bard.edu](mailto:dosa@bard.edu)) to begin this conversation.*

Individual appointments to discuss transfer are always available. Offices are located in the Center for Student Life & Advising in Sottery Hall and you can make an appointment by calling 845-758-7454. Have questions or concerns?  
Please contact the appropriate dean.

### **First-Years:**

Kevin Dean, Assistant Dean of Students, Director of the First-Year Experience - [kdean@bard.edu](mailto:kdean@bard.edu)

### **Sophomores & Juniors:**

Timand Bates, Associate Dean of Students - [tbates@bard.edu](mailto:tbates@bard.edu)

*Intent to Transfer and Leave of Absence/Withdrawal Questionnaire forms can be found online at [www.bard.edu/dosa/](http://www.bard.edu/dosa/)*