**Information for University Division Students**

**Re: Transferring from Indiana University (IU) Bloomington Using the Common Application**

**1. University Division does not encourage or discourage you from transferring to a different institution. Advisors will provide you support and guidance throughout the transfer process.**

2. You are responsible for understanding how your IU Bloomington coursework will impact your degree progress and your potential for academic success at a different institution.

3. To determine if/how specific courses from IU Bloomington will transfer to a different institution, you will need to contact the institution for more information.

4. Many institutions using the Common Application require that students submit information for an Academic Evaluator to provide a recommendation. **University Division advisors do not provide recommendations**. You will need to use an instructor(s) as the Academic Evaluator. It is your responsibility to contact an instructor(s) about providing recommendations.

5. Advisors will not to sign supplemental documentation for the Common Application. You can submit the Common Application without an advisor signature on any supplemental documentation.

6. For help filling out the Common Application, please go to http://www.commonapp.org/help-center.

7. You will be required to submit an official transcript to all institutions to which you are applying through the Common Application. If you need an official transcript, go to http://registrar.indiana.edu/ and click the "Transcripts" link.

8. If the new institution you wish to attend requires information related to your disciplinary record, go to the Office of Student Ethics, 801 N. Jordan, or call 812-855-5419.

9. See your University Division advisor if you have questions or concerns.

**Information for Non-IU System Institutions**

**Re: Recommendations for University Divisions students transferring from IU Bloomington**

1. University Division at IU Bloomington has no authority to grant permission or provide recommendation by letter or other means to IU Bloomington students who wish to transfer to a different institution. Students at IU Bloomington are responsible for their own decision to transfer.

2. Academic performance at IU Bloomington can only evaluated by course instructors. Academic advisors do not have the ability to observe or evaluate student academic performance. Therefore, University Division advisors do not provide academic recommendations or references.