



Dean Certification Request Form

Office Use Only:
Date Received: _____
Date Process Completed
 DOS: _____
 Registrar: _____

Students who are transferring, applying to professional schools, sitting for bar exams, or needing information communicated to others about their performance may need official forms completed on their behalf. The Office of the Dean of Students may complete certain sections of Dean Certification forms for students. Forms that request degree information, class rank, or cumulative grade point average must also be completed by the Registrar's Office. In order to share student information and complete the request in a timely fashion, the following must occur:

- Student signs below allowing the Dean of Students Office and the Registrar's Office to share academic, judicial, and/or honor information.
- Student indicates where the form(s) should be sent by completing the delivery instructions below.
- Student provides addressed and stamped envelope for each form that is to be mailed.
- Student allows a minimum of 10 business days for the Dean of Students Office and the Registrar's Office to complete the request.

Delivery Instructions

Please complete the information below. Write legibly.

Name: _____ Date: _____

Student ID #: _____ Graduation Date: _____

Phone Numbers (Home & Cell): _____ Email: _____

Please legibly write information for each form in its own box and indicate how you would like it delivered.

NAME OF SCHOOL, INSTITUTION, OR AGENCY	CHECK THE METHOD FOR DELIVERY
	<input type="radio"/> Picked up at Dean of Students Office <input type="radio"/> Sent directly to institution <input type="radio"/> Sent to student
	<input type="radio"/> Picked up at Dean of Students Office <input type="radio"/> Sent directly to institution <input type="radio"/> Sent to student
	<input type="radio"/> Picked up at Dean of Students Office <input type="radio"/> Sent directly to institution <input type="radio"/> Sent to student
	<input type="radio"/> Picked up at Dean of Students Office <input type="radio"/> Sent directly to institution <input type="radio"/> Sent to student

I give the Dean of Students Office and the Registrar's Office permission to release information to each of the above schools and/or agencies about my academic, judicial, and honor performance at the College of William and Mary. I understand that it will take 10 business days to complete my form(s). I have supplied an envelope with postage for each form that needs to be mailed.

Signature

Date