



WILLIAM & MARY

DEAN OF STUDENTS OFFICE

Dean Certification Request Form

I hereby waive my privacy rights, including, but not limited to any rights pursuant to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and grant my consent to authorize the William & Mary Dean of Students Office and the Registrar's Office to release my student academic, judicial, and/or honor information. I understand this request may take up to 10 business days to process. I have supplied an envelope with postage for each form that needs to be mailed.

Requests cannot be made over the phone, nor can they be processed without a physical student signature. Electronic signatures will not be accepted.

Full Name (Please print)

Date

Student ID#

Graduation Date

Phone numbers (Home and Cell)

Email

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

Name of School/Institution/Agency, Address, Fax, and Email

Check the method for delivery

	<input type="radio"/> Pick up at the Dean of Students Office <input type="radio"/> Sent to student <input type="radio"/> Sent directly to institution
	<input type="radio"/> Pick up at the Dean of Students Office <input type="radio"/> Sent to student <input type="radio"/> Sent directly to institution
	<input type="radio"/> Pick up at the Dean of Students Office <input type="radio"/> Sent to student <input type="radio"/> Sent directly to institution
	<input type="radio"/> Pick up at the Dean of Students Office <input type="radio"/> Sent to student <input type="radio"/> Sent directly to institution

Signature

Date

For Official Use Only:

Date Received: _____

Date Process Completed by DOSO: _____

Date Process Completed by Registrar: _____