DEAN’S CERTIFICATION REQUEST FORM

Dean of Students - Office of Student Conduct
Student Life & Leadership | G308 UCI Student Center | Irvine, CA 92697-5125 | conduct@uci.edu | (949) 824-5181

Name: ____________________________ UCI ID#: ________________________

UCI Dates of Attendance: __________________________ Major: ________________________

Phone: ____________________________ E-mail: ____________________________

Visit our website: http://dos.uci.edu/conduct/students/dean-certifications.php for a complete list of all required materials and information on the Dean’s Certification request process.

The cost to process a Dean’s Certification is $10 for 1-4 documents, and $15 for 5+ documents. You must provide a stamped and addressed envelope for each institution. DO NOT include your return address on the envelope. The paperwork will take 4 - 7 business days to be processed and mailed out. Make money orders payable to “UC Regents.”

Please list each school you are requesting to have a certification sent to below. If you need to list more, use of the back of this form.

1. __________________________________________
2. __________________________________________
3. __________________________________________
4. __________________________________________

I hereby waive my privacy rights (pursuant to the Family Education Rights of Privacy Act of 1974), and authorize the Office of Student Conduct, University of California, Irvine to release and/or discuss information regarding my student conduct records to the institutions listed above.

X______________________________________ Date ____________________________

☐ Check box if you would like to receive an e-mail when the form(s) have been mailed.

FOR OFFICE USE ONLY

Form(s) Received: □ In Person □ Via Mail □ Form(s) Attached

Date Received by SLL: __________________________

Staff Name: __________________________

Payment Type: □ Cash □ Money Order #: __________

Payment Amount: __________________________

Date Email Notification Sent: __________________________

Record Status: □ No Record Found □ Record(s) Found: __________ □ Generate Letter(s)

☐ Form(s) Submitted to Academic Unit(s)

Academic Unit(s): __________________________

Date Received from Academic Unit(s): ______

☐ No Form Attached; Letter(s) Requested

☐ Form(s) Submitted to Academic Unit(s)

Academic Unit(s): __________________________

Date Received from Academic Unit(s): ______

Staff Name: __________________________

Record Status: □ No Record Found □ Record(s) Found: __________ □ Generate Letter(s)

☐ Form(s) Attached

Date Email Notification Sent: __________________________

Staff Name: __________________________

Date Document Sent: __________________________

Staff Name: __________________________