

About Dean's Certifications:

A Dean's Certification (or disciplinary clearance) is a verification of your student conduct record. This verification is usually requested by law schools, medical schools, travel abroad programs, state bar associations, government agencies or independent agencies when you are applying for admissions or employment.

Typically, the institution or agency you are applying to, or seeking employment from, will provide you with a Dean's Certification (or disciplinary clearance) document that will need to be completed by a University Administrator. In the event there is not a document that needs to be completed, our office will generate a letter to be sent to the requesting entity.

Request Process:

Via Email: You may request a Dean's Certification via email to conduct@uci.edu by sending us the following:

- 1) A completed Dean's Certification Request Form;
- 2) The completed document provided by the prospective institution or place of employment or indicate you need a letter generated;

Costs:

We are temporarily suspending all costs associated with Dean's Certifications. This is subject to change, any updates will be posted here.

The processing time to complete the Dean's Certification is approximately 4-7 business days upon receipt. Dean's Certifications will be mailed or emailed directly to the institution and we are unable to provide you with a copy of the completed documents for document security purposes. We will notify you by email when your documents have been sent out. Please ensure that you have included and completed all of the necessary documents, if any documents that are missing or incomplete this will delay the processing of your Dean's Certification.

Common Documents:

For your convenience, we have included sample documents of frequent request to assist you in completing your request.

The Common Application's College Report

The student will need to complete out the **Applicant Section** (highlighted on the left).

THE COMMON APPLICATION
COLLEGE REPORT
CR

TO THE APPLICANT

This form should be completed by a college official(s) who has access to your academic and disciplinary records. Please follow these steps to ensure the form is completed accurately and in its entirety: Step 1: Complete all relevant questions below, including the signatory statement. Step 2: Give this form to a dean, advisor, or other college official who has access to your academic record and ask them to complete the academic portion of this form. Step 3: If the official completing the academic portion does not have access to your disciplinary record, please ask the individual to forward the form to a second official who can answer those questions before duplicating this form and mailing it to your colleges.

Legal Name _____
(Last, First, Middle Initial, if applicable to official business) (First Name) (Middle Name/Initial) (Last Name)

Birth Date _____ CAID (Common App ID) _____
(MM/DD/YYYY)

Address _____
Street & Street Address Apt./Suite City/State State/Province County ZIP/Postal Code

College/University you now attend _____ CEEB/ACT Code _____

Current year courses—Please indicate title, level, and credit value of all courses you are taking this year. Indicate quarter classes taken in the same semester on the appropriate semester line.

First Semester/Quarter	Grade	Second Semester/Quarter	Grade	Third Quarter	Grade

How many college credits have you earned prior to this academic year? _____ How many college credits will you earn this academic year? _____

IMPORTANT PRIVACY NOTICE: By signing this form, I authorize every school that I have attended to release all requested records and recommendations to colleges to which I am applying for admission. I also authorize employees at those colleges to confidentially contact my current and former schools should they have questions about the information submitted on my behalf.

I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

I DO NOT waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

* I have chosen not to waive my right to review my recommendations and supporting documents. I understand that my decision may lead my counselors or teachers to decline to write recommendations on my behalf. I also understand that my decision may lead colleges to disregard any recommendations submitted on my behalf.

I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my selections cannot be changed after any recommendation or application submission.

Required Signature _____ Date _____

TO THE COLLEGE OFFICIAL

If you have access to the applicant's academic and disciplinary records, please complete this form in its entirety. If you have access to the applicant's academic record only, please complete the relevant portion of this form, then forward to the appropriate official for completion of the disciplinary questions, and ask that individual to mail the form to the applicant's colleges after completion. Do not mail this form to The Common Application offices.

College Official's Name (Mr./Mrs./Ms./Dr.) _____
Please print or type

Signature _____ Date _____
(MM/DD/YYYY)

Title _____ College or University _____

College or University Address _____
City/State State/Province County ZIP/Postal Code

College Official's Telephone _____ College Official's Fax _____
Area/Country/City Code Number Ext. Area/Country/City Code Number Ext.

College or University CEEB/ACT Code _____ College Official's E-mail _____
Area/Country/City Code

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_____ scale, covering a period from _____ to _____
(MM/DD/YYYY) (MM/DD/YYYY)

School Seal _____

Agreed. The school's passing mark is _____
Grade/Passing mark

Graduation date _____
(MM/DD/YYYY)

_____ indicate for how long and in what context.

_____ the first words that come to your mind to describe this student?

_____ lists pertaining to the applicant's disciplinary record, please provide the following information:

No./Dr.) _____
Please print or type

_____ Date _____
(MM/DD/YYYY)

_____ College Official's E-mail _____

_____ College Official's Fax _____
Area/Country/City Code Number Ext. Area/Country/City Code Number Ext.

_____ academic standing? Yes No

_____ on to your school? Yes No

_____ In such questions, please attach a separate sheet of paper or use your written recommendation to provide details.

_____ and responsible for a disciplinary violation at your school, whether related to academic misconduct or behavioral misconduct, that

To your knowledge, has the applicant ever been convicted of a misdemeanor, felony, or other crime? Yes No

If you answered yes to either or both questions, please attach a separate sheet of paper or use your written recommendation to give the approximate date of each incident and explain the circumstances.

Check here if you would prefer to discuss this applicant over the phone with each admission office.

I recommend this student: No basis With reservation Fairly strongly Strongly Enthusiastically

Our office completes both pages of the College Report.