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 for March 16, 2020 through June 12, 2020:

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 during March 16, 2020 through June 12, 2020. 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 student will need to complete out the Applicant Section (highlighted on the left).

Our office completes both pages of the College Report.