

DEAN'S CERTIFICATION REQUEST FORM



Dean of Students - Office of Academic Integrity and 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://aisc.uci.edu/students/deans-certification.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." **We do not accept personal checks.**

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 Academic Integrity and 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
 No Form Attached; Letter(s) Requested

Date Received by SLL: _____

Staff Name: _____

Academic Unit(s): _____

Payment Type: Cash
 Money Order #: _____

Payment Amount: _____

Date Email Notification Sent: _____

Staff Name: _____

Record Status: No Record Found
 Record(s) Found: _____
 Generate Letter(s)

Date Document Sent: _____

Staff Name: _____

