



STUDENT REQUEST FOR DEAN'S SIGNATURE / APPROVAL

I understand this request will take 3 - 5 business days to process

Name _____ Student ID Number _____

Class Year _____ Phone # _____ Email Address _____

Complete Part I or II or III

I. Letter of Good Academic Standing (For Current Students Only)

[If you have graduated and need a degree verification, please use the following link: https://secure1.rochester.edu/registrar/forms/university-degree-verification-form.php]

- A letter or attached form stating that I am a student in good academic standing, which is defined as the eligibility to register for the upcoming term. This request does not include information about your Board of Academic Honesty and Student Conduct records.

- Other+ (please explain) _____

+If this request requires information about your Board of Academic Honesty and Student Conduct records, please use the request below.

Student Signature _____ Date _____

III. Dean's approval on the attached form*:

- Transfer College Report for the Common Application
Other College/University applications for transfer purposes (For institutions that don't use the Common Application)
Graduate or Professional School
Other* (please explain) _____

Student Signature* _____ Date _____

*I understand that signing this form authorizes the release of my Board on Academic Honesty and Student Conduct records to the dean, the University of Rochester staff members who prepare the requested Dean's document, and the person(s) or organization(s) whose request for records I am submitting. It does not authorize further disclosure by University of Rochester employees to any other person(s) or organization(s) either inside or outside the University of Rochester, without the specific additional consent of the above-signed student, unless allowed or required by University policy and applicable law.

The letter should be addressed to _____ (REQUIRED)

- I will pick up at the College Center for Advising Services and understand that confidential information intended for other recipients will be placed in a sealed envelope not to be opened by me.
Please mail directly to the address noted on the reverse
Please email directly to _____
Please fax to the number _____