Dean’s Certification Request

Some graduate and professional programs request information regarding an applicant’s history of academic standing, academic probation, and/or disciplinary record. For students in the College of Arts and Sciences, the Office of Undergraduate Academic Affairs responds to inquiries regarding academic history. The Office of Student Conduct (Dean of Students) addresses inquiries regarding behavioral concerns. If your program requests both academic and disciplinary history, each office will provide the relevant information individually. If you are uncertain where to direct your request, please call the Office of Undergraduate Academic Affairs and ensure that you have the text of your program’s request handy.

For each form you are submitting, please fill out your information and make sure to sign the waiver authorizing us to release your academic information.

Last Name _________________________________ First Name _________________________________
Student ID Number (10 Digits) ________________________________
Current E-mail Address (IU preferred) ___________________________________
Phone Number ________________________ Date of or expected date of graduation _______________________

<table>
<thead>
<tr>
<th>Name of institution requesting information</th>
<th>Application deadline</th>
<th>This form should be:</th>
<th>Mailing or email address of recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Sent to the student</td>
<td>☐ Sent to the institution</td>
<td>☐ Picked up by student</td>
<td></td>
</tr>
<tr>
<td>☐ Sent to the student</td>
<td>☐ Sent to the institution</td>
<td>☐ Picked up by student</td>
<td></td>
</tr>
<tr>
<td>☐ Sent to the student</td>
<td>☐ Sent to the institution</td>
<td>☐ Picked up by student</td>
<td></td>
</tr>
<tr>
<td>☐ Sent to the student</td>
<td>☐ Sent to the institution</td>
<td>☐ Picked up by student</td>
<td></td>
</tr>
</tbody>
</table>

Please return completed form to:
College of Arts + Sciences Office of Undergraduate Academic Affairs
cosaado@indiana.edu
Telephone: 812-855-1647; Fax 812-855-2060

Office use only

GPA: ________________ Rank (if graduated): ________________
Approximate Rank (if not graduated) based on previous year’s class: ________________

Last updated June 2022