



The University of Arizona
 University College
 Pre-Law Advising Program
 Integrated Learning Center, Room 103
 PO Box 210070 Tucson, AZ 85721-0070

Dean's Certification Registration Form
 (Please Print or Type)

Name _____ SID # _____
Last First MI

D.O.B. ____/____/____ Sex ____ Residency (State) _____ Re-Applicant N__ Y__ (if yes, from what year _____)

Address _____ City _____ State ____ Zip _____

Phone (____) _____ Email _____

Undergrad Major _____ Degree _____ Graduation Date _____

Degree-granting institution _____ Transfer from _____

Scholarships, awards, honors: _____

Organizations/Activities: _____

Hobbies / Interests: _____

AUTHORIZATION TO RELEASE INFORMATION

I **AUTHORIZE** the Dean of Students to release information to the Pre-law Professions Office of any Code of Conduct Violation. I authorize the Pre-law Professions Office to transmit such information in support of my applications to law schools. I release The University of Arizona and its individual staff members from civil liability for any damages sustained by me by reason of their respective functions and services in fulfillment of this request.

Signed _____ Date _____

I **DO NOT AUTHORIZE** the Dean of Students to release information to the Pre-law Professions Office of any Code of Conduct Violation and agree that the Pre-law Office will respond when asked "This student has not authorized us to inquire or submit any Disciplinary Action Violation".

Signed _____ Date _____

INSTRUCTIONS FOR DEAN'S CERTIFICATION FORMS/LETTERS

1. Fill out the attached **Pre-Law Program Registration** form and the **Request to Send Law school Dean's Letter**. These forms may be returned with your Dean's letter(s) via mail or given to the University College front desk personnel in the Manual Pacheco Integrated Learning Center Room 103. These forms need to be on file before the Dean's letters can be completed.

2. The Dean's forms are filled out by Verlaine Walker, the pre-law advisor. If you are mailing in your forms, please send them to:

**Verlaine Walker, Coordinator, Pre-Law
University College
Pre-Law Professions Advising Program
P.O. Box 210070
Tucson, AZ 85721**

3. **Carefully** read each law school application that requires a Dean's letter and follow their instructions, then check one or more of the following:

_____ I have enclosed a self-addressed stamped envelope for the Dean's form to be returned to me.

_____ I have enclosed a stamped envelope addressed to the law school; please send the Dean's letter directly to them.

_____ I have enclosed an envelope with the law school's name on it. I will pick up the Dean's letter from your office, please contact me via e-mail or phone when it is ready.

4. Allow at least **two (2) weeks** turn-around time for this process.

5. In addition to the above address, you may contact Verlaine Walker at (520) 621-7763 or by e-mail at vwalker@email.arizona.edu.