Dean Certification Process

Students who are transferring, applying to professional schools, sitting for bar exams, or needing information communicated to others about their performance may need official forms completed on their behalf. The Office of the Dean of Students may only complete the disciplinary record section of Dean Certification forms or Admission Application forms for students. Forms that request cumulative grade point average, or degree information must be completed by the Registrar’s Office. In order to share student information and complete the request in a timely fashion, the following actions should be taken:

1. Student must sign a FERPA Release form allowing the Dean of Students Office and the Registrar's Office to share academic and/or student conduct records (the Common Application has this on page 1).
2. Student indicates where the form(s) should be sent by completing the bottom of this form.
3. If the student would like UMass Boston to send the completed application/form to the institution, he/she must provide an addressed and stamped envelope for each form that will be mailed.
4. Student allows a minimum of 10 business days for the Dean of Students Office and the Registrar’s Office to complete the request.

Name:____________________________________________________________

UMS#:____________________________________________________________________

Phone:____________________________________________________________________

Email:______________________________________________________________

School(s) Applying to (if more, continue on back):

1. 

2. 

3. 

CHECK THE METHOD FOR DELIVERY

- Picked up at Office of Dean of Students
- Sent directly to institution (see #3 above)
- Emailed to student as PDF

I give the Office of the Dean of Students and the Registrar’s Office permission to release information to each of the above schools and/or agencies about my academic and student conduct history at the University of Massachusetts Boston.

Student Signature:____________________________________________________ Date:__________