



Dean's Verification

Name: _____

CWRU ID #: _____

Today's date: _____

Phone: _____

Due date: _____

Email: _____

Please choose one: First-Year New Transfer Upperclass Student Alumni

Please check all that apply:

- Please fill out the attached form.
- I would like a letter verifying:
 - My class year, and that I am in good academic standing
 - That I am scheduled to graduate, upon successful completion of degree requirements, in _____ with a _____ degree in _____.

(month and year) (BA/BS) (major)

Please email the letter to: _____

Please mail the letter to: _____

Please fax the letter to: _____, attention of: _____.

I will pick it up. Please notify my via phone or email when it's ready.

Additional comments: _____

Signature: _____

When and How to Use the Dean's Verification Form

When:

- If you need to verify your academic standing (e.g. GPA, good academic standing vs. academic probation).
- If you need to verify your disciplinary status.
- If you need a personal letter of recommendation from a dean (e.g. for a job or professional school).

When not to:

- If you simply need to verify that you are enrolled at Case Western Reserve University as a full-time student (e.g. for medical insurance or student loans). For this type of certification, the Registrar's Office in Yost 110 can help you.

How:

- Please allow a week or more for the completion of the Dean's Verification Form.
- Completely fill out and sign the Dean's Verification Form and attach any accompanying documents.
- Please submit your completed form to the Office of Undergraduate Advising or via mail, fax, or email.