



**UMASS  
AMHERST**

# Pre-Law Advising

## Request for Dean's Certification

PLEASE PRINT LEGIBLY

*You must complete both pages and sign the authorization on page 2 in order for your Request to be processed.*

<b>Name</b>			
<b>Name at UMass (if different)</b>		<b>Date of Request</b>	
<b>Spire/Student ID# (if known)</b>		<b>Social Security Number</b>	
<b>Date of Birth</b>			
<b>Email (ALL CAPS)</b>			
<b>Current Address</b>			
<b>Phone number</b>			
<b>Major(s) at UMass</b>			
<b>Month/Year Degree Awarded</b>		<b>Dates of attendance at UMass</b>	
<b>List below the schools that require a Dean's Letter</b>			
	Please indicate how each law school's SIGNED Dean's Letter form will arrive at the UMass Pre-Law Advising Office		
<b>Name of School</b>	<b>PDF of signed form attached</b>	<b>Signed form enclosed</b>	<b>Signed form coming separately by regular mail or by hand</b>





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## Instructions for Dean's Letter Request

PLEASE NOTE: It can take 2-3 weeks for your request to be processed. Because the process involves another office on campus, the Pre-Law Advising Office has little to no control over the speed of processing. PLEASE PLAN AHEAD.

1. Determine which schools require a Dean's Letter (also called a Dean's Certification or a College Certification). Most schools do not. Read the instructions for each application carefully, and look to see if there is a form in the Supplemental Forms section of each online application on LSAC. Some popular schools that require a Dean's Letter include Suffolk, UConn, Brooklyn and Cornell. If you are in doubt, call the admissions office of the particular school.
2. Print, complete and SIGN the law school's form.
3. Print, complete and sign the UMass Pre-Law Advising Dean's Request form.
4. Send the completed forms to the UMass Pre-Law Advising Office:
  - a. By email: Scan the completed and signed forms as PDFs and attach to an email to [prelaw@acad.umass.edu](mailto:prelaw@acad.umass.edu)
  - b. By regular mail: Send the completed and signed forms to  
Diane Curtis  
UMass Pre-Law Advising Office  
122 Thompson Tower – 200 Hicks Way  
Amherst MA 01003
  - c. By hand: Deliver the forms to my mailbox in 312 Thompson

The forms will be sent directly to each law school. **This is the only part of your application that does NOT go through LSAC.**

If the Dean of Students' record search or my review of your transcript reveals any disciplinary record, I will notify you by email of the results, so that you may address the matters fully in your application materials.

For further questions on the effect of a disciplinary record on your application to law school, please consult the Pre-Law Advising website at <http://www.umass.edu/prelaw>.