

Revelle College • Dean of Student Affairs Office
University of California, San Diego
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Date Received (For Office Use):

DEAN'S CERTIFICATION / RECORDS CHECK REQUEST FORM

Dean's Certifications take approximately 10 business days to complete.

Requests will be valid for one year from the date this form is signed.

Please include a stamped envelope if applicable.

Name:

Last Name

First Name

Middle Name

PID: A

Date of Birth:

Month

Day

Year

Phone Number:

Email Address:

Dates of Attendance at UCSD:

Quarter, Year

to

Quarter, Year

Institution/Program requesting certification:

Name of Institution/Program

Street Address

City

State

Zip Code

Please check where applicable:

☐ UCSD Global Seminars Judicial Affairs Form

☐ Graduate School Disciplinary Record Form

☐ For Employment Verification Purposes

☐ Self

☐ Other:

This document confirms my consent to the disclosure of confidential information from my student records that may otherwise be restricted from disclosure as provided by the Family Educational Rights and Privacy Act (FERPA) and UC/UCSD Policies by the Revelle College Dean of Student Affairs Office at the University of California, San Diego to the Institution/Program named above.

Signature

Date

For Office Use:

Records Check Completed By:

Full Name of Staff Member

Discipline Files: ☐ Yes ☐ No

Date of mailing or pick -up:

Notes: