

Request for Letter of Good Standing / Dean's Appraisal

Also known as a *Dean's Certification* or *Letter of Recommendation*, these letters are commonly used by Law and Professional school applicants. Use this form to request up to four (4) Letters of Good Standing. Additional request form(s) are required for more than four.

Please select **ONE** of the following options:

- ☐ Official UC Berkeley Letter of Good Standing attached to the accompanying forms (if any). ***This option is FREE of charge*** **OR** ☐ Complete the accompanying forms for a Special Processing ***Fee of \$10 per form and/or copy*** sent to each address and/or delivery mode. (make check or money order payable to UC Regents)

How many letters or forms/copies do you need?

☐ 1 ☐ 2 ☐ 3 ☐ 4 (Use additional forms for more than 4)

Personal and Academic Information:

Name (last, first middle)

Student ID No.

Date of Birth

Dates of Attendance

Telephone Number

Graduation Date

Email Address

Degree/Major

I, the undersigned, hereby authorize UC Berkeley to draft official Letters of Good Standing or complete the attached forms and send them as indicated below.

UC Berkeley School / College

Signature

Date

Address 1 (select one delivery mode)

☐ Mail ☐ Email ☐ Fax **or** ☐ Express shipping

Address 2 (select one delivery mode)

☐ Mail ☐ Email ☐ Fax **or** ☐ Express shipping

Address 3 (select one delivery mode)

☐ Mail ☐ Email ☐ Fax **or** ☐ Express shipping

Address 4 (select one delivery mode)

☐ Mail ☐ Email ☐ Fax **or** ☐ Express shipping

Office Use Only

Third-Party Forms _____ x (\$10 ea.) = \$ _____

TOTAL FEES DUE: \$ _____

Domestic Express _____ x (\$27 ea.) = \$ _____

Request form accepted, reviewed and fees calculated by:

Int'l Express _____ x (\$40 ea.) = \$ _____

_____ *printed name*

_____ *date*

Request for Letter of Good Standing / Dean's Appraisal

Also known as the *Dean's Certification* or *Letter of Recommendation*, these documents are commonly required of applicants to Law Schools and Professional Graduate Programs. The *Common Application* for undergraduates transferring to different institution is another form of this document.

Most institutions offer their own forms for applicants to complete and have certified by the Office of the Registrar. However, UC Berkeley's standard *Letter of Good Standing* is **free of charge**, and provides all the information required by these types of documents. It certifies your:

- College or School at UC Berkeley;
- Major program(s);
- Degree(s) earned and/or current degree goal(s)
- Graduation date(s) and/or anticipated graduation date;
- Dates of attendance;
- Academic standing; and
- Whether or not you were or are the subject of any student conduct cases at UC Berkeley.

Complete this form to request up to four (4) *Letters of Good Standing*. Additional request form(s) are required for more than four. If you have forms from the institutions to which you're applying, we can attach them to your *Letter of Good Standing*.

Alternatively, you may use this form to request that we complete and certify forms from other institutions for a special processing **fee of \$10 per form and/or copy** sent to each address and/or delivery method. Make your check or money order payable to UC Regents.

Express shipping is available for the following rates: Domestic US addresses—UPS Next Day Air \$27
International addresses—UPS Worldwide \$40

Submit this request form and payment (check or money order payable to UC Regents) to Cal Student Central, 120 Sproul Hall, or mail it to:

Office of the Registrar
Verifications
120 Sproul Hall #5404
University of California
Berkeley, CA 94720-5404

Please **submit your request at least two weeks in advance** of your deadline.

The Office of the Registrar will process your request within 3-5 business days after receipt.