



### 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.

**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 Sears 220 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.