



Office of Undergraduate Advising Support
Case Western Reserve University
10900 Euclid Ave.
Cleveland, Ohio 44106-7028
Phone: 216.368.2928
Fax: 216.368.4718

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 me 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.