

# 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. Complete additional request form(s) for more than four.

Official UC Berkeley Letter of Good Standing (may be attached to an accompanying form if any)

**No Fee**

**OR**

Complete only the accompanying form(s)

**Special Processing Fee: \$10 per form** (make checks payable to UC Regents)

How many letters or forms/copies do you need?    1    2    3    4       (use additional requests for more than 4 addresses)

**Personal Information**

\_\_\_\_\_  
Name (last, first middle)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Email Address

**Attendance Information**

\_\_\_\_\_  
Student ID No.

\_\_\_\_\_  
Dates of Attendance

\_\_\_\_\_  
Graduation Date

\_\_\_\_\_  
Degree/Major

\_\_\_\_\_  
UC Berkeley School / College

I hereby authorize UC Berkeley to draft official Letters of Good Standing or complete the accompanying forms and mail them as indicated below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Address 1**

**Address 2**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Address 3**

**Address 4**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Office Use Only

3<sup>rd</sup> Party Forms: \_\_\_\_\_ (x \$10 ea.) \_\_\_\_\_  
QTY TOTAL FEES

Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Notes: