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). <i>This option is FREE of charge</i>	Complete the accompanying forms for a Special Processing Fee of \$10 per form and/or copy sent to each address and/or delivery mode.
How many letters or forms/copies do you need?	Please select your payment method:
1 1 2 3 4 (Use additional forms for more than 4)	Please send me instructions to pay with credit card; OR
Personal and Academic Information:	My check or money order payable to UC Regents is enclosed.
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)	Address 2 (select one delivery mode)
☐ Mail ☐ Email ☐ Fax or ☐ Express shipping	☐ 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 Third-Party Forms x (\$10 ea.) = \$	Only 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.

Express shipping is available for the following rates: Domestic US addresses—UPS Express \$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.