

TO THE STUDENT:

Dean’s Recommendation forms are sometimes required by professional schools or professional associations, as well as by prospective employers. The forms usually say something like: “To be filled out by college dean or official.” Due to the size of our college, the Dean’s Office delegates this responsibility to The Newnan LSA Advising Center. In order to serve you better, we use a standardized form to speed up the processing of the large volume of requests that we receive (as many as 50/day during peak periods). If class rank is requested, we deliver the form to the Registrar’s Office for completion and they send it out. Otherwise, we mail the form directly to the designated institution. Our goal is to get the forms out within two weeks. During less busy times, we can usually get them out within one week.

IMPORTANT NOTES:

- **Harvard Law School** prefers its own form. Please attach a copy if this applies to you.
 - If using Harvard’s or other school’s form, be sure to sign each form.
 - Do not use this process for study abroad forms that require course evaluation. See an advisor.
 - To ensure the most efficient processing of your forms, please follow all steps below.
- 1) SIGN THE RELEASE/AUTHORIZATION AT THE BOTTOM OF THIS PAGE
If you are applying to multiple schools at the same time, you only need to sign one copy of this form.
 - 2) PROVIDE STAMPED, ADDRESSED ENVELOPES FOR EACH RECOMMENDATION.
This is critical for timely processing and ensuring the accuracy of the mail-to address(es).
 - 3) Any questions about the forms or process should be directed to:
Cathy Conway-Perrin, Director, Academic Standards
(734) 764-0332 or cconway@umich.edu

AUTHORIZATION

I authorize the University of Michigan to answer questions relating to my academic performance and my character based on information in my university records and to release statistical information relating to my class rank. [Please circle one:] I **waive do not waive** my right of access to this information.

Printed Name:	Signature:
UM ID Number:	Date:
Is class rank information requested by the school or organization? Circle one: YES NO	