

Dean's Certification Form

Note: If you are applying electronically, print out this form. It will not be transmitted electronically.

UNIVERSITY OF RICHMOND SCHOOL OF LAW

Print Applicant's Name: _____ Date: _____

To the Applicant: Please fill in your name and date above and submit this form to the Dean or Administrative Officer at your university who has access to the social disciplinary records. Please note that it is not required that the dean know you personally. This form is simply a report based on an examination of your disciplinary records. The Dean's Certification form must be submitted for all institutions attended whether or not degree was earned. **If you attended another institution, please photocopy this form and have it executed by the appropriate administrative officer of the institution attended. Summer school or evening school are exempted.**

This is my authorization to the school to release the requested information. _____
Student's Signature

To the Dean or Administrative Officer: The above-named student is applying for admission to The University of Richmond School of Law. We are asked to certify the good character of our students who apply to take a bar examination. We try to do this in a consistent way by checking the undergraduate and graduate school disciplinary records of all applicants, since these records show their behavior, in most cases, for the last several years. We realize that many schools feel they are stigmatizing a student by reporting disciplinary problems which have been overcome; however, it is to the student's benefit to discuss any such problems before entering law school, rather than when he or she is preparing to take the bar examination.

Please complete this statement even though the student may have a clear record. Applicants often misdirect this form, and we must be assured that an appropriate official has checked the written records before we can act on a file. This should not be a letter attesting to academic ability. Only statements as to character and fitness are necessary. If these records are not kept by your institution, please state this on the form and return it to us anyway. We sincerely thank you for your cooperation.

After examining your school's disciplinary records, has disciplinary action ever been taken against the applicant? _____ If yes, please explain below:

Signature _____

Title _____

Print Name _____

Date _____

School _____

Address _____

Please return directly to Associate Dean Michelle L. Rahman, University of Richmond School of Law, Admissions Office, 28 Westhampton Way, University of Richmond, VA 23173. Alternatively, Administrative Officers may e-mail the form to lawadmissions@richmond.edu or fax to (804) 287-6516.