



Dean's Certification Form - Law School

Instructions for the Applicant:

- 1) Fill out Part A of this form;
2) complete the subsequent pages for record keeping and indicate form recipients; and
3) email all three (3) pages to elise.jaffe@hunter.cuny.edu.

Part A: Applicant provided information

Hunter EMPL:

Date of Birth:

LSAC Account Number:

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City & State: \_\_\_\_\_

Dates of Matriculation: from \_\_\_\_\_

to \_\_\_\_\_ MM/YY

Degree \_\_\_\_\_

Date/expected date of graduation \_\_\_\_\_ MM/YY

I understand that federal legislation (The Family Educational Rights and Privacy Act of 1974) provides me with a right of access to this Certification which may be waived. I understand that no school or person can require me to waive this right and that I may or may not select to make such a waiver.

I hereby waive \_\_\_ do not waive \_\_\_ my right of future access to this certification.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Part B: For office use only

Degree: \_\_\_\_\_

Degree date (awarded/expected): \_\_\_\_\_ MM/YY

Has the applicant ever been censured for misconduct, or subject to any disciplinary actions, or are disciplinary charges now pending or expected to be brought against this candidate? Yes No

Has the candidate ever for any reason been on academic probation, expelled, suspended, required to withdraw, or given an academic warning? Yes No

If the answer to any of the above is "yes," please attach an explanation.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: Elise B. Jaffe
Director, Pre-Law Program
Hunter College, CUNY
695 Park Ave., #712E
New York, NY 10065

e-mail: Elise.Jaffe@hunter.cuny.edu
office phone: 212-772-4889

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## Release of Records and Access Form

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### To the Applicant:

Please print your name below and sign either (a) or (b) below before returning this form to the Pre-Law Office.

Under the provisions of the Family Educational Rights and Privacy Act, my signature below authorizes the Hunter College Pre-Law Advisor to consult with various campus sources, to have access to information related to campus disciplinary sanctions and to have access to letters of recommendation written on my behalf by University instructors and staff in order to prepare the Dean's Certification form and any associated Dean's Letter on my behalf. It also authorizes the Pre-Law Advisor to release the requested Dean's Certification forms and any associated Dean's Letter in order to complete my application to law school.

\_\_\_\_\_  
Print full name

Check and sign either (a) or (b) below:

(a) I **do** waive my right of access to forms and letters submitted on my behalf by the Pre-Law Advising Office.

( ) \_\_\_\_\_  
Signature

Date:

(b) I **do not** waive my right of access to letters submitted on my behalf by the Pre-Law Advising Office.

( ) \_\_\_\_\_  
Signature

Date:

**IMPORTANT:** The waiver option you choose on this form must coincide with the waiver choice on the form on the first page.



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## Applicant and Law School Contact Information

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**Please provide this information so that the office is best able to serve you.**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Preferred Email: \_\_\_\_\_

Best time for contact: \_\_\_\_\_ Hunter Email: \_\_\_\_\_

Did your name change since the time of your last enrollment at Hunter College?

On your law school applications, did you indicate any matters relating to conduct or discipline? If so, please explain briefly below, and please fill out and submit the Pre-Law Questionnaire (located on the same webpage with this form) along with this form.

**Please list the law schools that you would like to receive this form.**

Name of law school	Email Address (if you are not sure, note "uncertain")	Check this box for hard copy*

**\*For each school that requires a hard copy, as opposed to email, please complete and print this form and prepare a stamped, appropriately addressed envelope for mailing it. Please send the materials for the hard copy request to the Hunter College Pre-Law Office at the mailing address on the first page of this document.**