

DEAN'S LETTER

For Law School Applicants

The *College of General Studies* is happy to write a dean's letter for all students and alumni who are applying to law school. We are not, however, able to provide the service of filling out individual law school "Dean's Letter" forms. Therefore, it will be necessary for you to open a credentials file with the Career Planning and Placement Office to which we can forward the letter written on your behalf.

University of Pennsylvania
Career Services
3718 Locust Walk
Attn: Credentials Office
Philadelphia, PA 19104-6209
(215) 898-4382

Please complete the attached three forms and submit them to:

Janet Distel
Manager of Student Services
College of General Studies
3440 Market St., Suite 100
Philadelphia, PA 19104-3335
(215) 898-7326

You will need to allow three weeks for your letter to be processed.

It will be signed by Dr. Kristine Billmyer, Associate Dean for Continuing Education and Executive Director of the College of General Studies

Form 1

Request for Release of Information

By signing below, you are requesting that your Undergraduate School at the University of Pennsylvania prepare and send a letter of evaluation to the educational institutions, scholarship programs, companies or individuals designated on your mailing request form. By requesting a letter of evaluation, you are granting your Undergraduate School permission to review all records of any nature whatsoever for the purpose of preparing the letter of evaluation and to disclose information from such records to educational institutions, programs, companies, or individuals which you have designated. After you have requested a letter of evaluation, your written consent is not required for either a further review of records or subsequent disclosure of information. In connection with preparing a letter of evaluation, your Undergraduate School routinely examines at least the following student records: all records created prior to your graduation from the University, all records of the University Student Judicial System and the Judicial Inquiry Office, and all records of any criminal or civil proceedings involving you.

For further information on the review and disclosure of your records, please consult the University's policy on the Confidentiality of Student Records; if you have a question, consult an advisor in your Undergraduate School's office, or a counselor at Career Services.

I have read and understand the above information and in accordance with the above authorization, hereby request and authorize my Undergraduate School to prepare and send letters of evaluation to the educational institutions, scholarship programs, companies, or individuals I have designated.

Signature

Print Name

Last 4 Digits of Social Security Number

Graduation Date (month and year)

Today's Date

Form 2

Dean's Recommendation Form
The College of General Studies

Information for your letter will be obtained from your academic file and this form. This is not a personal recommendation.

Last 4 Digits of Social Security Number _____

Name _____

Address _____

Telephone Number _____ Date _____

Major _____

Year of Graduation _____ Cumulative Average _____

Honors:

Extra-curricular Activities:

Your letter will be sent to Career Services.

Form 3: Please download the Recommendation form from the Credentials site <http://www.vpul.upenn.edu/careerservices/credentials/recform.pdf> and include it in your mailing to the College of General Studies.