

# DEAN'S LETTER/CERTIFICATION

## For Law School Applicants

The College Office can write a Dean's Letter/Certification for all students and alumni who are applying to law school. We do not, however, provide the service of filling out individual law school Dean's Letter/Certification forms. Therefore, it will be necessary for you to open an account with Career Services' partner Interfolio, the premier web-based credential file management service. Interfolio will store your letter, and deliver it on request. To request a Dean's Letter/Certification, you must complete all of these three steps:

- (1) Set up an Interfolio account by going to [www.interfolio.com](http://www.interfolio.com), unless you previously had letters in a Credentials file at Career Services, in which case email [letters@pobox.upenn.edu](mailto:letters@pobox.upenn.edu) for instructions on how to open your Interfolio account.
- (2) Complete the Request for Release of Information form below and fax it to (215) 573-2023 or mail it to this address:

Ms. Janna Kane  
The College Office  
120 Claudia Cohen Hall, 249 South 36<sup>th</sup> Street  
Philadelphia, PA 19104-3246  
Tel. (215) 898-6341

- (3) Through your Interfolio account, please create an email request for a "Recommendation Letter." Enter the title as "Dean's Letter", and direct the request to [jannak@sas.upenn.edu](mailto:jannak@sas.upenn.edu).

**You should allow three weeks for your Dean's Letter (which will be signed by Dr. Niel McDowell, Associate Director of Academic Advising) to be processed and sent to Interfolio.**

## Request for Release of Information Form

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

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Penn ID Number

\_\_\_\_\_  
Graduation Date (month/year)

\_\_\_\_\_  
Email