

DEAN'S LETTER

For Law School Applicants

The Office of Student Services in the School of Nursing can 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 Services Office to which we can forward the Dean's Letter written on your behalf. The contact information for the Career Services Office is:

Career Services Office (Credentials Service)

University of Pennsylvania

Suite 20, McNeil Building, 3718 Locust Walk

Philadelphia, PA 19104-6209

(215) 898-4382

To request a Dean's Letter, please complete the following two forms and submit them, **along with an updated resume**, to the address below. You should allow three weeks for your Dean's Letter to be processed and sent to your Credentials File.

Ms. Christina M. Costanzo Clark

Assistant Dean of Academic and Student Affairs

Office of Student Services

University of Pennsylvania, School of Nursing

Claire M. Fagin Hall

418 Curie Boulevard, Suite M-18

Philadelphia, PA 19104-6096

(215) 898-6687

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/year)

Today's Date

Form 2

Career Services Recommendation Form

Please download the Recommendation Form from the Career Services website – www.upenn.edu/careerservices/credentials/recform.pdf – and include it, **along with your resume**, in your mailing to the Office of Student Services.