Dean of Students Records Request

Date: ____________________________

Name: ____________________________  E-Mail: ____________________________

Z Number: ____________________________  Phone: ____________________________

Request Options (select one):

☐ The Common Application – Transfer Registrar Report
   FAU will only complete this in paper form. You must opt out of the online registrar report and print the hard copy. To submit the remaining parts of your application online, enter the Registrar’s name, while leaving the email field blank.

☐ School/Institution/Agency specific reference form or Dean’s certification
   Student must complete and sign any section of their form requiring the student’s permission for the Dean of Students Office to release information to the requested School/Institution/Agency. Paperwork submitted with these sections incomplete, will not be processed.

☐ Letter of Reference
   A general notice written to verify good standing, or informing the requested recipient of incidents, violations, and sanctions as applicable. Letters of reference will only sent directly to schools or agencies, letters are not provided to students for their own reference.

Information Release Preferences (select all that apply):

☐ Fax to: ____________________________  Fax number: ____________________________
   If requesting Dean of Students to fax to multiple locations, please list the schools/institutions/agencies and their respective fax numbers on the rear of this form.

☐ Email to: ____________________________  Email Address: ____________________________
   If requesting Dean of Students to email to multiple locations, please list the schools/institutions/agencies and their respective email addresses on the rear of this form.

☐ US Mail: Student must provide an addressed, stamped envelope for each destination.

☐ Pick up from Dean of Students Office (Common App and School Agency Forms Only).
   You will be contacted by phone or email when your request has been completed. You will need to provide a photo identification to retrieve your records request. Letters of reference are not eligible for office pick up.

By signing below, I am voluntarily giving my consent for the Dean of Students Office to disclose the information indicated above in the manner indicated above. I understand that it takes 10-15 business days to process Dean of Students records Requests.

_________________________________________________  ______________________________
Signature         Date

An Equal Opportunity/Equal Access Institution