Dean’s Certification
Office of the Dean of Students
University of Texas at El Paso

INSTRUCTIONS AND INFORMATION

A dean’s certification is required by some law schools, State Boards of Law Examiners, medical/veterinary schools and several state and federal agencies. The certification is used for verification of academic dishonesty/disciplinary actions during a student’s tenure with the university. It may also be used to assess the academic, co-curricular and/or financial status of the student at the University. Depending on the length of the form and the number of departments needing to complete the form, the certification process can take several weeks. In order for the law, medical or veterinary school and federal/state agencies to receive your application by the deadline for admissions or position, we highly recommend a minimum of one month notice for any dean’s certification.

GUIDELINES AND TIMELINE FOR CERTIFICATION

Each certification for should be accompanied by a stamped, pre-addressed envelope to each individual entity.

- Separate forms MUST be used for each area of interest:
  - Discipline/Academic Integrity – Office of Student Life
  - Grades/GPA/Courses – Registrar
  - Financial Records – Student Business Services
- After processing, the forms are mailed directly to the entity – NOT the student

You should submit your forms to the appropriate department at least one month before the schools, agency’s, Board’s deadline.

Forms should be sent or delivered to:

**Academic Integrity/Discipline**
**Registrar**
Office of Student Life
ATTN: Certification Official
500 W. University
Union West 102
El Paso, TX 79968-0644
Office: (915) 747-5648
Fax: (915) 747-6471
www.utep.edu/dos

Grades/GPA/Course Load
**Office of Student Life**
ATTN: Certification Official
500 W. University
Academic Services Building, RM 123
El Paso, TX 79968
Office: (915) 747-5550
Fax: (915) 747-5392
www.academic.utep.edu/registrar

**Financial Records**
**Grades/GPA/Course Load**
**Office of Student Life**
ATTN: Certification Official
500 W. University
Academic Services Building, RM 204
El Paso, TX 79968
Office: (915) 747-5204
Fax: (915) 747-5631
www.academic.utep.edu/finaid

**Student Business Services**
**UTEP Police Department**
ATTN: Certification Official
500 W. University
Academic Services Building, RM 204
El Paso, TX 79968
Office: (915) 747-5204
Fax: (915) 747-5631
www.academic.utep.edu/finaid

**Criminal Background Check**
**UTEP Police Department**
ATTN: Criminal Investigation Division
3118 Sun Bowl Drive
UTEP Police Department
El Paso, TX 79968
Office: (915) 747-6636
Fax: (915) 747-5636
www.utep.edu/police

* A criminal background request may be returned to the requesting person via fax or e-mail or US Postal Service. Please call the criminal investigation division at (915)747-6636.
FREQUENTLY ASKED QUESTIONS (FAQ’S)

Q: Do I need to meet with the Dean of Students or any other University administrator in order to get my certification processed?
A: No, there is no need to meet with the Dean or any other administrator. Forms should be dropped off at the appropriate department. The forms will then be processed and forwarded to the appropriate school or agency.

Q: Will UTEP accept a faxed or e-mailed certification form?
A: No, UTEP requires an original signature, and therefore will not accept faxed or e-mailed certification forms.

Q: Will UTEP fax the forms to the school for me?
A: No. Most institutions will not accept a faxed or e-mailed copies of certification forms for the same reason UTEP does not accept them.

Q: How will the forms be mailed to the institutions?
A: You may include a stamped, pre-addressed regular business-sized, envelope for each form to be sent via the U.S. Postal Service.

Q: Is there a certification form processing fee?
A: No, UTEP does not charge for processing certification forms.

Q: If I have a disciplinary and/or academic probation record at UTEP, what happens after the Office of Student Life or Registrar checks the affirmative boxes on the certification forms?
A: For any affirmative responses to disciplinary questions, the Office of Student Life must provide a statement of explanation to accompany the form. For affirmative responses to academic standing questions, the Registrar will do the same.

Q: If no Dean's Certification Form is provided by the school/entity to which I am applying, but some type of disciplinary clearance is required, what should I do?
A: Send a request for a clearance letter to the Office of Student Life that includes your 800# and signature. Be sure to include with your request a stamped, pre-addressed envelope to the school/entity requiring the clearance, the instructions and/or copy of the request from the school/entity, its name, and your contact information.

Q: Does either the Office of Student Life or Registrar retain a copy of the certification forms they process?
A: Yes

Updated: 9/27/10