



# Brooklyn Law School

ESTABLISHED 1901

## Dean's Certification Form

### For Office Use Only

Access Waived

Access Not Waived

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### TO THE APPLICANT:

Complete the first section of this form (please print), and either part A or part B of the waiver section. Then give this form to the Dean or other administrative officer in charge of student records at each of the undergraduate or graduate institutions that has awarded or is expected to award you any degree. The Dean's Certification is *not* a recommendation; it is, therefore, unnecessary that the Dean or academic officer completing the form know you personally. You may photocopy the form as necessary if you will have received more than one degree. The Dean should return this form to Brooklyn Law School's Office of Admissions. Please note that this form is only required for applicants who answered "yes" to questions (1), (2) or (3) of the Character and Fitness section of the application.

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Applicant's Name

Social Security Number

LSAC Account Number

Institution Completing Form

Dates of Matriculation: from

to

Degree and Year of  
Graduation (or expected  
graduation)

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*Under the provisions of the Family Educational Rights and Privacy Act of 1974, you are guaranteed the right of access to the contents of this certification form upon your matriculation here as a student. It has been the experience of the Law School, however, that the persons to whom you deliver this form may find it difficult to be candid concerning your qualifications unless the certification can be accepted by the Law School in confidence. Accordingly, you are requested to indicate below, prior to delivering this form to the person who will complete it, whether or not you wish to waive your right of access to this certification when completed.*

### PLEASE SIGN AND DATE ONE OF THE FOLLOWING STATEMENTS:

A. I hereby waive my right of future access to this certification and authorize the above-named institution to provide Brooklyn Law School with all appropriate assessments and information that may be required in support of my application. I understand that no school or individual can require me to waive my right of access to this certification. I understand that I may or may not make such a waiver, as I choose. This waiver is voluntary.

Signature

Date

B. I do not waive my right of future access to this certification but authorize the above-named institution to provide Brooklyn Law School with all appropriate assessments and other relevant information that may be required in support of my application.

Signature

Date

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**TO THE DEAN OR OTHER SCHOOL OFFICIAL COMPLETING THIS FORM:**

The student named on the reverse side of this form is a candidate for admission to Brooklyn Law School and has authorized your institution to release the information requested below. While this form may well elicit your recommendation, that is not its basic purpose. It is used primarily to obtain information from school records that may not be otherwise available and to trigger any prepared reports your school may produce. We realize that, in some cases, lack of sufficient contact with the candidate will make it impossible for you to fill out the form completely. Provided the candidate has opted to sign part A in the above waiver, you may be assured that your comments will be kept confidential both from the candidate and the public. If the candidate has selected part B, choosing not to waive the candidate's rights, be advised that under federal law, following enrollment as a student at our law school, this person may have access to your comments upon request.

**Please answer each of the following questions for us, especially items (4), (5), and (6):**

(1) Is the information provided on the reverse side by the candidate accurate? Yes  
No

If not, please clarify:

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(2) How long and in what capacity have you known the candidate? (Please respond to both queries.)

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(3) If possible, give the candidate's rank in class. Where applicable, indicate if the rank is cumulative.

First Year: in class of students.

Second Year: in class of students.

Third Year: in class of students.

Fourth Year: in class of students.

(4) Has the candidate ever been on academic probation for any reason at your institution? Yes  
No

(5) Has the candidate ever been sanctioned by, suspended by, dismissed by, or required to withdraw from your institution, for academic reasons? Yes  
No

(6) Has the candidate ever been censured for misconduct, or placed on disciplinary probation, or dismissed for nonacademic reasons, or are disciplinary charges now pending or expected to be brought against this candidate at your institution? Yes  
No

*If you answered "yes" to question (4), (5) or (6), please attach an explanatory statement.*

(7) Please add on a separate sheet any additional information that you deem relevant as to this candidate's character, integrity, and fitness for the practice of law.

Signature

Date

Name

Title

Upon completing this form, you may use one of the following procedures listed in order of preference:

- (a) you may return this form directly to Brooklyn Law School at the address shown below; or
- (b) you may give this form to the centralized evaluation service (if one exists) at the candidate's college; or
- (c) you may return this form to the candidate in a sealed, countersigned envelope for submission at the time of application to Brooklyn Law School.

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**NO ACTION CAN BE TAKEN ON THE CANDIDATE'S APPLICATION UNTIL THIS FORM HAS BEEN COMPLETED AND RETURNED TO:** Office of Admissions, Brooklyn Law School, 250 Joralemon Street, Brooklyn, NY 11201.