

## Dean's Certification Process

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The Registrar's office handles the "Dean's Certification" forms that many schools require as part of application materials. This letter gives you an idea of how we process these forms and the best way to submit them to us so that we may handle them with the most efficiency.

We understand that the application process can be very stressful and that it is extremely important to you that your certifications be handled properly and efficiently. We have seen some elaborate packages for these certifications, so it is apparent that you can put a lot of time and energy into each phase of this process. With that in mind, **these instructions have been written with the intention of helping to reduce unnecessary paper, as well as the time and labor you have to put into this process.**

**Please gather together as many of the forms as you can for the schools to which you are applying and create a cover letter for the whole package, which includes the following:**

- \* Full Name (when you were registered)
- \* MIT ID number
- \* Your dates of attendance
- \* Contact information in case we need to reach you (phone/email).
- \* **Your signature** (must be on the cover letter even though all the forms are signed otherwise we must keep a photocopy of each form and effectively negate the effort to reduce paper)
- \* List the schools for which you need the forms completed, and addresses for those schools (usually the office of admissions for the law school)
- \* Instructions regarding how you would like us to handle the forms upon their completion. Some schools need us to send them directly, some want all of the forms to be sent back to you in one large envelope, some individuals want us to hold onto them for a pick up, and others want some combination of the above. They will always be sealed with a signature across the back flap.

Example: Harvard, Stanford, Columbia, etc & Send Harvard to me <address> and send the others directly to the schools.

- \* Here is a URL for a form that includes all of the request information:

<http://web.mit.edu/career/www/preprof/deansrequestform.pdf>

- \* Please feel free to include postcards for any of the schools if you would like notification, and we will be happy to include those in the various certification letters that get sent. This postcard could be useful to you as a way of getting some sort of acknowledgement that the schools have received your certification. If you would like this then address the postcards to yourself and have us include them with the certification for each school.

**Also:** Please do not expend a lot of effort in providing envelopes and postage. We use our own envelopes, addressed directly to the schools themselves, and postage is taken care of by MIT Mail Services. Each document is issued to the particular schools, and the ones that are to be sent to you are sent within a larger envelope as per your instructions. Please do not staple the forms together, as we will have to burst them in order to do all the things necessary.

There is no charge for this service. **Please include only the signed cover letter/instructions and the unstapled forms for us to complete.** As stated earlier, if you would like to have us include postcards for each of the schools to notify you of receipt, we have no problem with including those within the certifications.

When we receive the letters, we will complete the academic information requested. We then take them to the office that will answer the disciplinary question. After that is completed, we will seal them and sign them with the **Registrar's** signature. Her name is **Mary R. Callahan**, and you may use her name if any of the schools ask who will be completing the forms.

There are some questions on these forms for which MIT does not provide answers - questions regarding withdrawal, academic probation, and your character (honesty etc.). In the case of academic probation, MIT does not release this information. MIT also does not release information regarding dropped classes. A withdrawal refers to withdrawing completely from the Institute, and this action is noted on your record only if it occurs during a term for which you were enrolled.

**Undergraduate class ranking, enrollment certification:**

MIT does rank undergraduates, but only to within a quartile of your class. There is no ranking for graduate students. In answering the academic questions, we include an official certification that includes most of the information normally requested. **If you would like a copy of this certification sent to you at any time, please visit the Registrar's Office web site for instructions (<http://web.mit.edu/registrar/enrcert.html>). It may be helpful to you to request this letter to be sent to you so that you know exactly what information is being provided. This is independent of the waiver you sign on these forms - we do not inform the schools of your request for this information.** If you prefer, we could send the certification to you as a way of acknowledging that we have completed and sent the certifications. You may submit that request on the same cover letter with the dean's certification forms.

Hopefully this will be helpful to you, and please feel free to contact us if you have any questions.

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