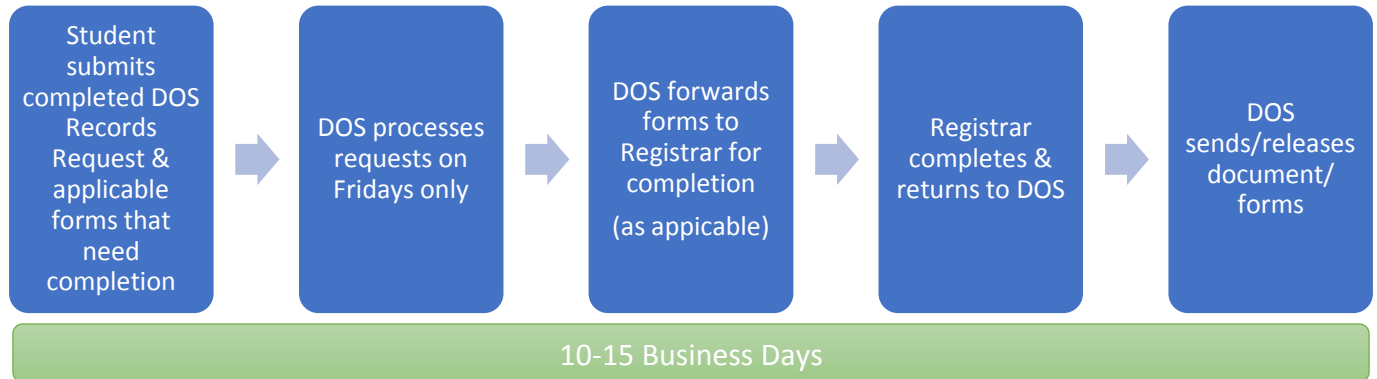


Process & Timeline:



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## What You Need To Know

### **Common Application - Transfer Registrar's report:**

FAU will only complete the Hard Copy, not the online version. You will need to complete a Dean of Students Records Request form correctly and completely. Please make sure to provide an FAU email address and a phone number that is active. Do staple any forms together.

How to get the "hard copy" of the online Common App:

- The online Common App still requires that a student submit a Registrar name to complete their application. Follow these instructions to access the paper form and still submit your application online:
  - Go to "Assign Recommenders" → Manager Recommenders → add "FAU Registrar" as the Registrar, leave the email address blank → Choose Offline Form → Print Out → Submit form to SS8 room 226 (DOS Office) with Dean of Students Records Request Form

You Do Not have to take your Common App to multiple offices:

- Once you have completed the Dean of Students Record Request and attached your hard copy Transfer Registrar's Report, the Dean of Student's office will forward it to the Registrar's office to complete their part and return to us.

### **All Other Types of Transfer/Admission/Study Abroad/Reference Forms**

FAU will fill out hard copy reference forms only. If you need a transcript as well as a Dean of Students Records check, please visit the Registrar to obtain the transcript prior to bringing your forms to the Dean of Students Office.

Make sure that any form with fields requiring your signature to release records, have been signed and you have filled out any sections designated for the student to complete. The Dean of Students Office will not release any documents with any student signature field that has been left blank.


### **Requesting a Letter of Reference/Good Standing**

The Dean of Students Office will provide a general notice to verify good standing, or informing the recipient of the general facts of any incidents, violations, and sanctions as applicable.

## How to Have Your Records Sent

Fill out the Dean of Students Records Request Form. No Records Requests will be accepted without both the top and bottom sections completed with the appropriate information (fax #s, emails, stamped envelopes, etc).

- Fax: Students must provide the name of the Institution/School/Agency as well as the fax number including area code.
  - We can fax the same form to multiple locations. You do not need to submit multiple Dean of Students Records Request Forms. Please write any additional Institution/School/Agency and fax numbers, including area codes, on the rear of the Records Request Form
- Email: Students must provide the name of the Recipient at the Institution/School/Agency and their email address.
  - We can email the same letter to multiple locations. You do not need to submit multiple Dean of Students Records Request Forms. Please write any additional Institution/School/Agency representative names and their email addresses on the rear of the Records Request Form
- Pick-Up from Dean of Students Office: Students must include a phone number they will answer as well as check their FAU email for correspondence regarding their records request. All forms and records picked-up in person from the Dean of Students Office will be sealed and a signature placed across the seal. Additionally, the record may also be faxed directly to the recipient institution to ensure integrity of the record. If a student is requesting a letter of reference, it will only be sent directly to a recipient school or agency, reference letters are not available for office pick up and copies will not be provided for student reference.
- US Mail: Students need to provide a stamped addressed envelope for each recipient that they want a paper copy mailed to. See Below:

Student Name Address Line 1 Address Line 2 City, State Zip Code	
School Name Office Name Address Line 1 Address Line 2 City, State Zip Code	

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## Government Agents/Contractors Performing Background Checks

The Dean of Students Office performs checks of student conduct history and related holds for government agents/contractors on Fridays only. Due to the high volume of background release requests processed through our office, an immediate response or meeting is not generally possible.

Background releases take between 10-15 days to complete depending on the timing during an academic year and the extent of the student/former student's conduct record. We attempt to process your requests within the same work week, any background releases dropped off to the Dean of Students Office during the course of a week would begin to be processed on the Friday of that week.

What is needed for the Dean of Students Office to Perform a Background Check for a Government Agent/Contractor?

- A signed release from the student or former student
- Business card or badge number
- Contact Information