

Dean's Certifications & Background Checks

Requests for Dean's Certifications

Students/alumni can drop off, mail, fax, or (scan &) e-mail any document requiring academic and/or judicial verification to:

Office of the Dean of Students

Miami University

Fax: 513.529.3445

E-mail: deanofstudents@muohio.edu

Dean's Certification/Background Check Process

In order for us to process a Dean's Certification or Background Check, **you must provide us the following:**

- Your Dean's Certification form(s) signed and dated.
- If your form does not *explicitly* authorize Miami University to release information, then you will need to submit a letter with your original signature authorizing us to release **academic and judicial** information (be sure to list each school/institution for which we need to complete a Dean Certification or Background Check).
- Your current contact information (address, phone, & e-mail) in case we need to contact you.
- A stamped, pre-addressed envelope for each Dean's Certification/Background Check you would like completed and mailed.

If you have questions about filling out the form or with the process, feel free to call 513.529.1877 for more information.

Please note: Although every effort is made for a quick turn-around on these forms, completion of Dean's Certification may take up to seven working days to complete, so please plan accordingly.