


 THE UNIVERSITY OF TEXAS AT AUSTIN
COLLEGE of LIBERAL ARTS
Dean's Recommendation Request Form

Student Name _____ UT EID _____

Phone _____ Date _____

Current Address _____

Please complete the address information and specific mailing instructions for each recommendation letter requested. You must sign the authorization part of this form before any academic information can be released. *Please allow at least two weeks for processing.* We can make no special exceptions to this processing date.

All requests will be processed in the order received. Thank you.

I hereby authorize The University of Texas at Austin to release any information for the Student Division of the College of Liberal Arts to prepare a dean's letter of good standing or to complete the attached recommendation form(s) for the school(s) or program(s) listed below.

Signature _____ **UT EID** _____

Mail Direct to School
 Student will pick up
 Return to student in envelope provided

School Deadline Date: _____ Is a special recommendation form provided? Yes _____ No _____

Addressee _____

Address _____

City _____ State _____ Zip _____

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 Student will pick up
 Return to student in envelope provided

School Deadline Date: _____ Is a special recommendation form provided? Yes _____ No _____

Addressee _____

Address _____

City _____ State _____ Zip _____

FOR OFFICE USE ONLY: Cumulative UT GPA _____ GPA Hours _____ Currently Enrolled? Yes/No
 Major _____ Graduate? Yes/No Date _____ Scholastic Action? Yes/No
 Disciplinary Action: Yes/No DOS clearance obtained w/in 6 weeks? Yes/No Dean's List: Yes/No
 If yes, list all semesters student appears on Dean's List in Liberal Arts only: _____

Notice Concerning Your Information

The Texas Public Information Act, with a few exceptions, gives you the right to be informed about the information that The University of Texas at Austin collects about you. It also gives you the right to request a copy of that information and to have the University correct any of that information that is wrong. You may request to receive and review any of that information, or request corrections to it, by contacting the University's Public Information Officer, Office of Financial Affairs, PO Box 8179, Austin, Texas, 78713 (email: cfo@www.utexas.edu).

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