

Dean Certifications and Record Checks

Students and alumni applying for admission or transfer to institutions of higher education, membership in professional organizations, or employment in the public or private sectors may be asked to authorize Oberlin College to release information for record checks or dean certifications. Various campus employers, administrative committees, honor societies, and offices coordinating external programs for students who represent Oberlin College away from Oberlin may request information about a student's disciplinary history as part of their application review process.

When you wish to request a record check or the completion of a dean certification form or letter, please allow the Office of the Dean of Students 10-14 business days to process your request. If we have to return a form for correction or completion this will delay our ability to process the request in a timely manner.

To initiate the process please:

- Complete the Oberlin College [Dean Certification and Record Check Request Form](#) and upload a signed note authorizing the release of your information.
- Fill out any waiver statement provided by the organization or institution seeking information about your record.
- Submit all forms that need to be completed along with the completed and signed [Dean Certification and Record Check Request Form](#) according to the instructions provided on the request form.
- Contact our office with any questions by calling 440-775-8462 or by writing to Thom Julian at tjulian@oberlin.edu.

The Office of the Dean of Students will not release information to third party institutions without written permission in the form of a waiver and the [Dean Certification and Record Check Request Form](#). The Office will release disciplinary history to Oberlin College officials who request such information while carrying out their work related responsibility to hire, induct, select or appointment students to various positions, honors, external programs, or committees representing the college.

If you have difficulty uploading documents, our fax number is 440-775-6848. Print the copy of your request form to send along with any documents that you fax to our office. Please make sure that you print or type your T# at the top of each page that you send by fax.