



UNC Charlotte
Dean of Students Office

Dean Certifications and Academic/Conduct Verifications

Many colleges/universities, government agencies, scholarship organizations, and study abroad programs require Dean Certifications as part of their application processes. These certifications involve checking a student's academic and conduct history at UNC Charlotte.

The certification process is a two-step process. The Dean of Students Office is designated to handle the first step, to respond to questions regarding conduct records. The Registrar's Office is designated to handle the second step, to respond to academic related questions. Once your form has been processed, it will be mailed directly to the institution requesting the certification.

To initiate the Dean Certification process, you should submit your form during regular business hours (8am-5pm) Monday thru Friday to:

UNC Charlotte
Dean of Students Office
217 King Building
Charlotte, NC 28223

Please note: UNC Charlotte is closed during Winter Break – approximately the last 2 weeks of December.

To assist UNC Charlotte in providing an efficient process for its students, please remember the following points:

1. Please submit forms to the Dean of Students Office at least one month prior to the submission deadline.
2. Please make sure you have signed, dated, and provided the appropriate identification number on your form.
3. Please include a stamped self-addressed envelope for each certification form.
4. Please take any document requiring a character evaluation to a Professor, Dean of your Academic College, or other staff member who you wish to complete this portion of the evaluation. Please make sure this person does not sign the form or complete any portions related to your academic or conduct standing. Once the character evaluation is complete, please forward your form to the Dean of Students Office to continue the process.