

THE CAREER CENTER OF EMORY UNIVERSITY
200 Dowman Drive, B. Jones Center Atlanta, GA 30322 (404) 727-6211
<http://www.career.emory.edu>

REGISTRATION AND AUTHORIZATION FOR RELEASE - PRE-LAW CREDENTIALS FILE

This form is to be used for establishing a credentials file related to Dean's Certifications for law school admissions or processing of certifications for State Bar exams. Completion of requests takes between 5 to 7 business days.

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|--|--|
| Name: _____ <small>(First) (Middle) (Last)</small> | Email: _____ |
| Current Address: _____ | Phone #: _____ |
| City: _____ State: _____ Zip: _____ | Emory Student ID #: _____ |
| Circle one: SENIOR ALUMNUS | Term of Enrollment: _____ |
| Major(s)/Degree: _____ | |
| Minor: _____ | Date of graduation (anticipated): _____ |

Please check one of the following options:

- () I **WILL** waive my right of access to the certification processed on my behalf.
() I **WILL NOT** waive my right of access to the certification processed on my behalf.

I hereby authorize the Career Center of Emory University to process my request for a certification. This authorization applies for at least one year from the date of the signing of this form and thereafter as long as my application to a designated school is pending.

I further understand this authorization and request permits the Career Center to verify and report personal and academic data relevant to this process. I understand that, when processing requests, the Career Center performs a sanctions check on my student records and that this information is placed on the Institutional Certification, which is sent to the party requesting the certification from me. Upon performing the sanctions check, the Career Center will contact me if it is found that a sanction exists on my record and inform me of the sanction, at which time I will need to provide a second authorization in writing for The Career Center to send out positive sanctions information on my behalf. If I do not provide written authorization, I understand that my certification will not be processed or mailed. If I believe that there is an error with regard to my record, I understand that I am responsible for contacting the appropriate office on campus to clarify the matter and informing the Career Center with official documentation when the matter has been resolved.

I further acknowledge that the completion of requests for certifications through the Career Center takes between 5 – 7 business days from the date when all required paperwork and fees have been received, including this Registration & Authorization For Release form, the Fee Payment form (if fees are required), and the appropriate certifications forms to be completed from the party requesting the certification. Upon the receipt of all necessary forms and fees, my certification will be processed.

Signature

Date