

**FEE REQUEST FORM  
FOR LAW SCHOOL CERTIFICATIONS**

A fee of \$5.00 is assessed for each Dean's Certification, College Questionnaire, or other dean's form processed and mailed from the Career Center directly to the law school. A new fee form **MUST** be Submitted with each new payment.

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**Student Name (please print clearly)**

**Emory ID# (7 digit)**

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**Telephone #**

**Email Address**

Please fill out and submit this form with the appropriate fee payment to the Career Center. Payments can be made at the Career Center by check (payable to Emory University) or by credit card. Payment by cash cannot be made at the Career Center. Cash payments can be taken directly to the Bursar's Office on the first floor of the Boisfeuillet Jones Center. Please be sure to take this form at the time of payment (Account Number 0000025022). Once the cashier has processed your payment, please bring this form to the Career Center in the Boisfeuillet Jones Center, Suite 200. **No request will be processed until payment is made.**

Please process \_\_\_\_\_ Dean's Certification(s) on my behalf (\$5 per mailing)  
*(Please submit each school's Dean's Certification form)*

**Method of Payment:**

**Amount**

A: **CASH** at the Bursar's Office (see stamp on this form) \$ \_\_\_\_\_

B: **CHECK #** \_\_\_\_\_ \$ \_\_\_\_\_

C: **CREDIT CARD** – *(Please pay at The Career Center front desk)* \$ \_\_\_\_\_

**TOTAL \$** \_\_\_\_\_

*I hereby authorize and request The Career Center of Emory University to prepare and forward the Dean's Certification, College Questionnaire and/or other dean's forms to the law schools which I designate by my signature on the appropriate dean's form. This authorization applies for at least one year from the date and thereafter as long as my application to a designated school is pending. I further understand this Authorization permits the Career Center of Emory University to have access to, use, and communicate information in any official University records that are available and pertain to me.*

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**Student Signature**

**Date**

Rev: 6/15/17