

Dean of Students Records Request Info Sheet

Process & Timeline:

What You Need To Know

Common Application - Transfer Registrar's report:

FAU will only complete the Hard Copy, not the online version. You will need to complete a Dean of Students Records Request form correctly and completely. Please make sure to provide an FAU email address and a phone number that is active. Do staple any forms together.

How to get the "hard copy" of the online Common App:

- o The online Common App still requires that a student submit a Registrar name to complete their application. Follow these instructions to access the paper form and still submit your application online:
 - o Go to "Assign Recommenders" Manager Recommenders add "FAU Registrar" as the Registrar, leave the email address blank Choose Offline Form Print Out Submit form to SS8 room 226 (DOS Office) with Dean of Students Records Request Form

How to Have Your Records Sent

Fill out the Dean of Students Records Request Form. No Records Requests will be accepted without both the top and bottom sections completed with the appropriate information (fax #s, emails, stamped envelopes, etc).

- Fax: Students must provide the name of the Institution/School/Agency as well as the fax number including area code.
We can fax the same form to multiple locations. You do not need to submit multiple Dean of Students Records Request Forms. Please provide only one location for each Institution/School/Agency and fax number including area codes, on the rear of the Records Request Form
- Email: Students must provide the name of the R