



# JAPAN CENTER FOR MICHIGAN UNIVERSITIES

International Center  
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East Lansing, MI 48824

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## Dean of Students Reference Form

Please complete the top portion of this form and have the bottom portion completed by your home institution's Dean of Students Office (or by a staff member of the institution who has access to your records). Once completed and signed, please submit the form to the JCMU East Lansing Office. Your application will not be reviewed until this form is received.

ORIGINAL FORMS WITH AUTHENTIC SIGNATURES ARE REQUIRED. FAXED OR COPIED FORMS WILL NOT BE ACCEPTED.

### TO BE COMPLETED BY THE STUDENT:

Name: \_\_\_\_\_

Home address: \_\_\_\_\_

Home Institution: \_\_\_\_\_

Please indicate your (anticipated) grade status at your home institution during the period of your participation at JCMU:

FR    SO    JR    SR    GR    Other   Anticipated date of graduation: \_\_\_\_\_

Under the Family Educational Rights and Privacy Act of 1974, you have the right to either review your records on file at your home institution, or to waive access to them. If you wish to waive access to them, please sign below.

I authorize the release of information regarding my academic and/or disciplinary records at my home institution listed above. I hereby waive access to this information.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### TO BE COMPLETED BY THE DEAN OF STUDENTS OFFICE AT YOUR HOME INSTITUTION:

Is the student seeking a degree at your institution?  Yes    No

Does this student have any judicial record(s) with your institution?  Yes    No

If "yes," please comment: \_\_\_\_\_

\_\_\_\_\_

Has the student ever been suspended or dismissed from your institution?  Yes    No

If "yes," please comment: \_\_\_\_\_

\_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title/Position: \_\_\_\_\_

**NOTE TO HOME INSTITUTION: Please return this completed form to the student to be included with their other materials, OR send the original document directly to the JCMU East Lansing Office.** Notarization of this form is recommended, but not required.