



**Wellesley College  
Center for Work and Service  
Alumna Law School Applicant Questionnaire**

**Explanation of Dean's or College Certification or Questionnaire for Law School Applicants**  
(please read before completing questionnaire below)

Many law schools require that a dean's or college certification or questionnaire be filled out by the applicant's undergraduate institution. This certification typically requests the applicant's class rank, status on physical or emotional health, and information on matters of discipline during the undergraduate years. On behalf of our candidates, we inform law schools that:

“Wellesley College does not rank its students. Permanent files of our undergraduates and alumnae do not contain information on physical and emotional health. The suspension, dismissal, or expulsion of a student resulting from a violation of the college's honor code and occurring after July 1, 2004, will be recorded on the student's transcript.”

In addition, we attach a letter to the form explaining unique aspects of Wellesley or of a candidate's undergraduate experience.

***If a Violation Has Occurred***

In some cases, limited information regarding honor code violations beyond suspensions, dismissals, and expulsions occurring after July 1, 2004, is reported to the prelaw advisor. When the prelaw advisor is informed by the college of an honor code violation and its nature (i.e., academic or non-academic) – or when any applicant voluntarily tells the prelaw advisor that she has violated the honor code (regardless of whether or not the violation, according to college policy, warranted reporting to other institutions) – the prelaw advisor is obligated to both discuss the matter with the law school applicant and report the violation and its nature in her response to the dean's/college certification. She will note in her response that the applicant will provide a description of the event. The law school applicant will be advised by the prelaw advisor to both report and explain the circumstances of the violation in her law school application.

The legal field seeks professionals of the highest caliber. A law school applicant's credentials and background will be checked by admissions offices and later, often more thoroughly, by the bar association(s) in which the law school graduate may pursue membership. Law schools take very seriously any discrepancies between an applicant's statements in her submitted materials and information or violations they may discover through other sources.

***To Obtain the Dean's or College Certification***

The prelaw advisor in the Center for Work and Service prepares the Dean's or College Certification letter for alumnae. An alumna requests this letter by completing and returning this questionnaire. Please keep your answers brief and highlight any points about your record or testing history that you would like the prelaw advisor to discuss and that would not be obvious from your transcript or other parts of your application. Please send the completed, signed questionnaire to the **CWS** with a copy of your resume, personal statement, and transcript. Please allow 4-6 weeks for the response to be written.

Be sure to read the [CWS Policy on Reference Service](#). You must use a [Reference Order Form](#) when requesting college/dean's forms or letters of reference be sent out, and include a check payable to Wellesley College. A \$3 fee for students and a \$5 fee for alumnae covers the cost of sending one to five references per school; the same fee will apply if you request only the dean's form to be mailed.

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**INFORMATION NEEDED IF A DEAN'S LETTER IS TO BE PREPARED**

To assist us in writing a letter for your dean's certification, please provide the following: a resume, an unofficial transcript, a copy or draft of your personal statement, and this completed questionnaire. Please highlight any points about your record or testing history that you would like us to discuss and that would not be obvious from your transcript or other parts of your application.

Name used at Wellesley: \_\_\_\_\_ Date: \_\_\_\_\_

Current Name: \_\_\_\_\_ Class: \_\_\_\_\_

Home Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Major(s): \_\_\_\_\_ Wellesley GPA: \_\_\_\_\_

GPA from other School \_\_\_\_\_ Name of School \_\_\_\_\_

LSAT Score \_\_\_\_\_ Date Taken: \_\_\_\_\_ LSAT Score \_\_\_\_\_ Date Taken: \_\_\_\_\_

LSAT prep course taken: Yes \_\_\_\_ No \_\_\_\_ Which one? \_\_\_\_\_

Tentative list of law schools to which you are planning to apply:

_____	_____
_____	_____
_____	_____

List references you are planning to use:

Faculty: \_\_\_\_\_

\_\_\_\_\_

Non-faculty: \_\_\_\_\_

\_\_\_\_\_

Do you wish to be identified as a member of a minority group? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, which one(s)? \_\_\_\_\_

Do you consider any language other than English to be your first language?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, which one(s)? \_\_\_\_\_

Will you need the prelaw advisor to prepare a college/dean's questionnaire/certification for you?  
Yes \_\_\_\_\_ No \_\_\_\_\_ When will you need this to be ready? \* \_\_\_\_\_  
If yes, please complete and sign this entire form. (\*Please allow 4-6 weeks.)

Do you plan to use our reference service? Yes \_\_\_\_\_ No \_\_\_\_\_  
(Dean's forms and college questionnaires are part of this service. If yes, remember to send in the forms from the institutions to which you are applying, a completed Wellesley College Reference Order Form, and accompanying fees.)

***Please answer the following questions briefly:*** (you may attach an additional sheet)

Why do you want to go law school?

What honors or awards did you receive at Wellesley or elsewhere?

Are there any parts of your transcript that should be explained? (e.g., low grades due to extenuating circumstance)

Please highlight any particularly rigorous or unique aspects of your academic studies. If you wrote a thesis, please indicate the title and subject of study.

Please list any extracurricular activities including volunteer work in which you participated while attending Wellesley.

Briefly describe your jobs since graduation and particularly how they might relate to the demands of law school. Please include a current resume if available.

Additional information (e.g., personal strengths/weaknesses in your record that might be addressed in a letter of reference on your behalf)

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I understand the purpose of and processes related to the Dean's or College Certification or Questionnaire for law school applicants. I also verify that the information I have provided on the Alumnae Law School Questionnaire is true.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (please print)

\*Please return to: Elizabeth O'Connell, Center for Work and Service, Wellesley College, 106 Central Street, Wellesley, MA 02481.