

SECURING CERTIFICATION AND SIGNATURE FROM THE REGISTRARS OFFICE

The UT System Student Regent Application requires a signature from the Registrar's Office certifying that you are in good standing and have a GPA of at least 2.50 as outlined on page 4 of the application. Please complete the following steps to request a certification form and signature from the Registrar's Office in advance of the application deadline.

Step 1: Request Certification Form to Release Records

1. Visit <https://utexas.app.box.com/s/1dk1a5d22bi21rfm7krsbdd10otgez4f>
2. Download and complete the Student Records Certification Request form.
 - a. Page One
 - I. Complete top of form with your information
 - II. **Under Section A**, Check boxes for Currently enrolled
 - III. **Under Section B**, check boxes for Grade Point Average and Academic Standing/Scholastic Status
 - b. Page Two
 - I. Complete the form with a signature, date and phone number.
 - II. The **signature must be in written ink**. Digital signatures are not accepted.
3. Submit the form using one of the options as detailed at the bottom of the form
4. Once received, move to Step 2 below

Step 2: Request Signature from Registrar's Office

1. Please email your Student Regent application **AND** a copy of your Student Records Certification Request form (step 1) to the Registrar's Office at certification@austin.utexas.edu to request a signature from their office certifying your status and GPA as required by the UT System. Optional Outreach Template Below:

Subject Line: UT System Student Regent Application - <insert name>

Dear Registrar,

I'm <insert name & EID>. I'm completing an application for consideration for the [UT System Student Regent](#) student representative. The application requires that the Registrar's Office certify with a signature that I am in "Good Standing" and have a GPA average of 2.5 or better on page 4 of the application. I've attached my application and Student Records Certification Request form (which is needed before a signature can be obtained) to this email. The deadline for me to submit a completed application is 12 noon on Friday, November 3, 2023. If you are able to return a signed copy before that date and time, I would greatly appreciate it.

Please let me know if you have any questions.

2. Once your signed application is received, submit by the application deadline.