

FORM LETTER REQUEST

1. No documents will be issued if there is any type of financial or administrative hold on your account.
2. Please allow **two business days** for processing. Academic Transcripts **cannot** be ordered using this form.
3. Expedited postage (Fed-Ex, UPS, Etc.) is available **only** if the requestor provides a pre-paid envelope with this request. All other transcripts will be send through the US Postal Service.

STUDENT INFORMATION:

- Mr.
 Mrs.
 Ms.

First Name

Middle Initial

Last Name

Student ID Number

E-mail Address

Academic Program:

- Juris Doctor Master of Laws (LL.M)

Letter Type:

- Letter of Good Standing Bar Certification (Degree Confirmation)
 Class Rank Visiting Away Approval
 Transfer Packet (Letter of Good Standing, Copy of LSDAS Report, Official Transcript, *Class Rank letter)
* If available
 Other (Describe what you need):

-
- I will pick up the letter (Letters not picked up within two weeks will be discarded)

- Please mail

Student's Signature

Date

ADDRESS LETTER AS FOLLOWS:

Name

Address

City

State

Zip