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