

## 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.

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First Name

Middle Initial

Last Name

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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):

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

- Please mail

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Student's Signature

Date

### ADDRESS LETTER AS FOLLOWS:

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Name

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Address

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City

State

Zip