

# LETTER REQUEST FORM

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Name

SID#

Address Letter to:

(Name of Person and/or Institution)

## **PURPOSE OF LETTER:**

Student Loan Deferment

Insurance

Employment

Transfer to Another School

Transient Status - Visit Another School (Approval Needed)

Summer School Elsewhere (Approval Needed)

Other (Specify)

## **INFORMATION TO BE INCLUDED IN LETTER:**

Verification of Full-time Status (12 hrs. Required to Be Considered Full Time)

Statement That Student is in Good Standing

Anticipated Graduation Date of

Other (Specify)

**ENCLOSURES TO BE SENT WITH LETTER:**

Copy of Current Percentile Table for Class Of

Other (Specify)

Mail to Address Below *or* Place Letter in Student Mailbox

Return the completed form to the law school Registrar's Office. Please allow two working days for processing. If you need faster processing, please indicate the date needed and we will attempt to accommodate your needs. **NEEDED BY**

\_\_\_\_\_.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_