

# LETTER REQUEST FORM

*Please Print Clearly*  
*Allow three days for processing*

Last Name: \_\_\_\_\_ First: \_\_\_\_\_

Touro Law Center ID#: \_\_\_\_\_ Division: Year: 1 2 3 4 F/T – P/T LL.M.

Address: \_\_\_\_\_

(Number)

(Street)

(City)

(State)

(Zip Code)

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Number of Letters Requested:**

\_\_\_\_\_ Attendance Verification (Certifies F/T or P/T status and dates of each semester of attendance)

\_\_\_\_\_ Excuse from Jury Duty (Please attach copy of summons)

\_\_\_\_\_ Good Standing (Certifies F/T or P/T status and GPA of 2.000 or higher/ 2.333 or higher for students entering Fall 2007)

Is the Letter of Good Standing for: \_\_\_\_\_ Transfer? \_\_\_\_\_ Study at another University?

\_\_\_\_\_ Graduation/Degree Conferral Certification

\_\_\_\_\_ Tuition Reimbursement (Certifies F/T or P/T status and Courses, Credits and Grades received)

\_\_\_\_\_ Other (Please specify information to be included)

\*Include Class Rank? Yes No

\*Include copy of LSDAS report? Yes No

Would you like this placed in your student mail box? Yes No

Would you like us to hold it in the office until you can come in to pick it up? Yes No

Address where the transcript(s) is/are to be mailed:

**Please Print Clearly** (Multiple addresses may be continued on back of form.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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FOR OFFICE USE ONLY

Request Processed By: \_\_\_\_\_

Date: Mailed \_\_\_\_\_ Faxed \_\_\_\_\_ E-mailed \_\_\_\_\_ SMB \_\_\_\_\_ Picked Up \_\_\_\_\_