

## **Transfer Packet Instructions**

- Students must speak with the Dean for Student and Campus Affairs or designee before a transcript or Letter of Good Standing is forwarded to the school(s).
- Please complete a separate packet for each school or LSAC.
- Please return forms to the Office of the Registrar with payment. The Registrar's Office will provide the forms to the Dean for Student and Campus Affairs.
- Note that requests may take 3-5 days to process.
- Note that all letters will be processed at the end of each semester when all final grades have been posted for that term.
- A copy of the Letter of Good Standing will be kept in your file in the Registrar's Office.
- **If you choose to enroll at another law school, you must complete a withdrawal form to be submitted to the Office of Student and Campus Affairs and notify the Registrar's office and the Financial Aid office.**

## Request for Law School Transfer

Name: \_\_\_\_\_ U#: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_ Cum. GPA: \_\_\_\_\_

### Documents Needed

- \_\_\_ Letter of Good Standing
- \_\_\_ Official Copy of Transcript
- \_\_\_ Rank Letter
- \_\_\_ LSAT Score

\_\_\_ HOLD for FINAL GRADES

**Distribution:** Please provide the full address to each school a letter of good standing will be sent. Provide the following information: *Please attach a list.*

Name of School

Street Address

City, State, Zip

E-mail address for admissions office.

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*To be completed by the Dean for Student and Campus Affairs:*

### Reason for Transfer

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Signature of Dean for Student and Campus Affairs

Date

**Payment Form:**

**Name:** \_\_\_\_\_ **U#:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

\_\_\_ Regular Mail: \$10 for each packet requested

\_\_\_ Overnight Mail: \$20

**Payment Amount:** \$ \_\_\_\_\_

**CHECK:** \_\_\_\_\_ (please check here, if applicable)

Check #: \_\_\_\_\_

**CREDIT CARD:** (please check here, if applicable) \_\_\_\_\_

*If you wish to pay with a credit card the charges will be added to your student account and you must pay via the Student Portal. Documents will not be sent until payment is received.*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date