

Transfer Packet Instructions

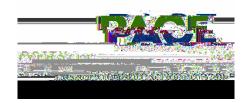
- Students must speak with the Dean for Student and Campus Affairs or designee before a transcript or Letter of Good Standing is forwarded to the school(s).
- Please complete a separate packet for each school or LSAC.
- Please return forms to the Office of the Registrar with payment. The Registrar's 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.

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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	
<u>Distribution</u> : Please provide the full ad will be sent. Provide the following info	dress to each school a letter of good standing rmation: <i>Please attach a list</i> .
Name of School	
Street Address	
City, State, Zip	
E-mail address for admissions office.	
To be completed by the Dean for Student Ca	mpus Affairs
Reason for Transfer	
Signature of Dean for Student and Camp	us Affairs Date



Payment Form:

Name:	U#:
Phone #:	
Regular Mail: \$10 for each packet requested	
Overnight Mail: \$20	
Payment Amount: \$	
CHECK: (please check here, if a Check #:	pplicable)
CREDIT CARD: (please check here, if a	applicable)
• • •	e charges will be added to your student dent Portal. Documents will not be sent
Student's Signature	 Date