



## **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.
-



## 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.

---

To be completed by the Dean for Student and Campus Affairs

### Reason for Transfer

---

---

---

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