

**DePaul University College of Law Office of Student Affairs
Request for Letter of Good Standing**

**For Study Abroad Programs not Sponsored by DePaul,
Visitation or Transfer Requests**

Turn in to the Office of Student Affairs, Room 313 Lewis

If you request a letter of good standing for visitations or transfers to another law school, you must first file online on the College of Law website and then turn in this paper form. The non-refundable fee for each letter of good standing is \$25 per letter, online credit card payments only.

NAME _____

DEPAUL STUDENT ID # _____

YEAR _____ (Full-Time or Part-Time) Circle one

ADDRESS _____

CITY: _____ STATE _____ ZIP _____

TELEPHONE (Home) _____ (Work) _____ EMAIL _____

SIGNATURE _____ DATE _____

NOTE: PROCESSING TIME IS 7 - 14 DAYS. MATERIALS WILL BE MAILED TO THE PERSON AUTHORIZED TO RECEIVE YOUR INFORMATION.

Purpose of Letter

Study Abroad

Transfer to Another Law School

Visiting at Another Law School

Note: Dean Burns must approve all visitations at another law school. Please make an appointment to see him. Other than consortium courses, approval will not be given for visitations at any Illinois law schools. A student must have extenuating personal circumstances to support a request to visit elsewhere.

Name, Address, and Phone Number of the Person To Whom the Letter Should Be Sent:

OFFICIAL TRANSCRIPTS: YOU MUST ORDER AN OFFICIAL TRANSCRIPT FROM CAMPUS CONNECTION IN THE STUDENT CENTER. THE COLLEGE OF LAW **CANNOT** ISSUE OFFICIAL TRANSCRIPTS. THE STUDENT RECORDS WEB SITE IS WWW.SR.DEPAUL.EDU

UNDERGRADUATE TRANSCRIPTS: YOU MUST ORDER YOUR UNDERGRADUATE TRANSCRIPT FROM YOUR UNDERGRADUATE INSTITUTION; COPIES ARE NOT AVAILABLE FROM THIS OFFICE.

CLASS RANKS: VIEW AND PRINT FROM THE COLLEGE OF LAW WEB SITE AT WWW.LAW.DEPAUL.EDU. LOOK UNDER STUDENT LIFE AND STUDENT AFFAIRS.

LSAT SCORES: CONTACT THE LAW SCHOOL DATA ASSEMBLY SERVICE (LSDAS) THAT ADMINISTERS THE LSAT. THE SITE IS WWW.LSAC.ORG OR CALL 215-968-1001.