

Letter of Good Standing Request Form

For School of Law attendees only

This form cannot be used for transcript requests. To request a transcript, please follow the relevant set of instructions on this page: <https://law.udc.edu/transcripts/>.

Requests for Letters of Good Standing may take up to 10 days to process during peak periods or if records must be retrieved from archives. There is no charge for a Letter of Good Standing.

Name _____

Student ID _____ DOB _____ Day-time Phone _____

E-mail Address _____

Dates of Attendance: From _____ To _____ Entered with Class of _____

Check if applicable: [] Visitor/Non-Matric. [] Entered in PT Program Graduated? [] Yes [] No

I request that the letter be: [] Held for Pick Up [] Mailed to the address below (*for additional addressees, please attach mailing labels*):

Name (Print) _____

Street _____ City _____ State _____ Zip _____

Additional Instructions _____

Required

Signature _____ Date _____

Please indicate purpose of letter:

[] Employment / Internship
[] Out-going transfer application
[] Bar Admission
[] Other (please indicate): _____

Submit this form to:

UDC David A. Clarke School of Law
Registrar's Office, Suite 208
4340 Connecticut Ave. NW
Washington, DC 20008
lawregistrar@udc.edu

Received date: _____ Issue Date: _____ By: _____

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