

## 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](mailto:lawregistrar@udc.edu)

Received date: \_\_\_\_\_ Issue Date: \_\_\_\_\_ By: \_\_\_\_\_

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