



Elisabeth Haub School of Law

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.
- A copy of the Letter of Good Standing will be kept in your file in the Registrar's Office.
- **If you choose to enroll at another law school, you must complete a withdrawal form to be submitted to the Office of Student and Campus Affairs and notify the Registrar's office and the Financial Aid office.**



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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

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



Elisabeth Haub School of Law

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