

Santa Clara University School of Law
Student Services Office
500 El Camino Real
Santa Clara, CA 95053
Main: (408) 554-4766 Fax: (408) 551-1851
LawStudentServices@scu.edu

PLEASE ALLOW AT LEAST 3 WORKING DAYS TO PROCESS. During times of heavy workload in Student Services, turn-around time may be longer. Processing of multiple requests may also take longer.

LETTER REQUEST FORM

NAME: _____ **Other Names Used:** _____

CURRENT ADDRESS: _____

PHONE NUMBER: _____ **E-MAIL ADDRESS:** _____

SCU ID#: _____ **Birthdate:** _____

(If SCU ID# is unknown, birthdate must be provided)

Are you currently enrolled? Yes - Status: Full-time Part-time

No - Dates of attendance _____

Attended prior to 1989? Yes No

(If you attended prior to 1989, allow 10-15 working days to process)

LAW PROGRAM: J.D. J.D./MBA J.D./MSIS LL.M. NON-DEGREE

REQUEST FOR: Check all that apply. *(Please read the information on the reverse.)*

LETTER CERTIFYING ATTENDANCE LETTER OF GOOD ACADEMIC STANDING

GRADE LETTER INDIVIDUAL CLASS RANK LETTER

TRANSFER LETTER: _____ *Please check here if you need a copy of the top page of your LSDAS application to be attached to your transfer letter.*

OTHER: *(please specify the nature of your request)* FORMS *(please attach)*

Additional Instructions: _____

DELIVERY: *(please check one)*

Mail To: _____

Fax To: _____ **Fax Number:** _____

Hold for Pick-Up *(you will be notified via e-mail once your request has been processed.)*

REQUESTOR'S SIGNATURE: _____ **DATE:** _____

(To process the request, your signature is required)

Explanation of Letters:

- **LETTER CERTIFYING ATTENDANCE:** This letter will only include dates of the current semester. If other information or verification of prior attendance is needed, please indicate that in the "Additional Instructions" section.
- **LETTER OF GOOD ACADEMIC STANDING:** This letter certifies current attendance, good academic standing, eligibility to continue legal studies and anticipated graduation date.
- **GRADE LETTER:** Grade letters will only be drafted for first-year students requiring mid-year grades. The letter includes an explanation of the grading process. Upper-division students may print grade reports through e-campus.
- **INDIVIDUAL CLASS RANK LETTER:** Rankings for each class year and division are computed annually based on the cumulative grade point average at the end of the spring semester. This letter will include a student's cumulative GPA, individual class rank and percentile at the end of the spring semester of the specified year.
- **TRANSFER LETTER:** This letter certifies current attendance, good academic standing and eligibility to continue legal studies. The ranking grid will not be available until August of each academic year. Transfer letter requested before August of each year will include last year's ranking grid. Individual rankings are not available. If you need a copy of the top page of your LSDAS application to be attached to your transfer letter, please check the appropriate section on the form.