

REQUEST FOR LETTER

Date _____

Name _____ E-Mail Address _____

Student ID /SS #: _____ Cell _____

Type of Letter Requested (check all that apply):

Note: To request a good standing letter to transfer please use the "Transfer Packet" form.

_____ Good Standing to Visit (obtain Assoc. Dean for Academic Affairs approval on reverse side of form)

Name of School: _____

_____ Good Standing, Other - please explain:

_____ Enrollment Certification

_____ Class Rank

_____ Enrollment Certification for Insurance

_____ Class Rank Percentile

_____ Loan Deferment

_____ Transfer to Another School

_____ Other, please explain:

Please check any of the following if they should be attached to your letter:

_____ LSDAS Report

_____ Official Transcript

_____ Class Schedule

_____ Grading Policy

Instructions:

1. Will pick-up _____

2. Mail to: _____

3. Fax to: _____

(Student's Signature)

(Date)

Letters will be processed as soon as possible. Please allow a minimum of 3 days processing.

(Over)

TO: Students Interested in Visiting Another School

FROM: Mary G. Algero
Associate Dean of Academic Affairs

We would appreciate you sharing “why” you are interested in visiting another school. We are always trying to improve the Loyola law experience for students. Your comments, suggestions, and complaints are helpful in developing better programs which are more responsive to students’ needs.

If you visit another law school, please be sure to check with the Dean of Academic Affairs regarding courses. Also check with Law Records regarding the number of academic hours needed to complete degree requirements. Please note that no credit will be awarded for a course taken at another law school *unless* the grade in that course is at least equal to the minimum grade point average required for graduation at that school. Transfer quality points are not used in calculating Loyola law school GPAs or rank in class.

Please check with Financial Aid to ensure financial issues are reconciled.

Please complete this form, obtain Dean Algero’s signature, and return the form to Law Records. Thank you.

Name: _____ **Year/Division:** _____

Date: _____ **Common/Civil** (Circle One)

Academic Year for Visiting Status: _____

Full Academic Year or **Fall / Spring / Summer Semester** (Circle One)

Signature- Associate Dean for Academic Affairs

COMMENTS/SUGGESTIONS/COMPLAINTS:

(Over)