

## **Transfer Information Packet**

Most schools applied to for transfer have a transfer application deadline. In addition to the application, most schools also require a letter of good standing with first year class rank, and a transcript, current through the end of the first year. Some require a form instead of a letter. Contact each school for specific transfer application requirements and communicate what's required from Loyola on the attached School Information Form.

Some schools have a June 1 transfer application deadline. We are not able to process letters of good standing and class rank by June 1 because grades are not due until the end of the first week of June and class ranks are not calculated until mid-to-late June. You should submit your transfer applications by the deadline even though the letter and transcript are not available. Transfer application deadlines are deadlines for you to submit the application, not for us to submit the supporting documentation. Most law schools process first year grades well into June, so if you apply by a school's June 1 transfer application deadline the school will know a letter of good standing and class rank, and a transcript, will follow sometime later in the month.

We provide good standing letters and any required attachments for up to five schools at no charge. There is a \$25 fee for each additional school. The fee is to be paid by credit card online at <http://law.loyno.edu/law-records>; scroll down to Miscellaneous Forms.

The following is a list of steps to take to request letters of good standing and class rank, and a transcript for transfer applications:

### **Step One: Complete the attached School Information Form (page 4)**

Letters will not be processed until all of the information is provided.

### **Step Two: Meet with Dean Algero**

Have her sign page three of this packet.

### **Step Three: Return Form to Law Records**

Return page three of this packet - after it is signed - and page 4, the School Information Form to Law Records for processing. You may also submit the information required on the School Information Form via e-mail to Michele Ray at [mrray@loyno.edu](mailto:mrray@loyno.edu).

### **Step Four: Request a Transcript**

You must request your transcript directly from the main campus student records office, according to one of the methods listed on the next page.

## **Requesting Transcripts**

Official transcripts must be requested from the main campus Student Records Office, not the Law Records Office. Transcripts are free of charge with standard mailing. If you require the transcript be sent overnight, the charge is \$25.00 and must be paid prior to mailing of your records. To request and pay for the expedited service, please request your transcript according to one of the methods listed below. Then, contact the main campus Student Records Office at 504-865-3237 to provide your credit card information.

The options to request a transcript are:

### **Option 1: Via The Internet (LORA Users )**

Students may request transcripts through their LORA account. Transcripts are produced each evening and mailed out the next day (M-F). Students with a financial block will not be allowed to request their transcript through LORA without receiving clearance from the Student Finance Office - (504) 865-3337.

### **Option 2: Via The Internet (Non-LORA Users)**

Loyola University New Orleans has retained Credentials, Inc. to accept transcript orders for official transcripts over the Internet via a secured website. Go to <http://www.loyno.edu/records/transcripts.html> where you will find a link to this service. If you do not have access to the Internet, call Credentials, Inc. at (847) 446-1027. TranscriptsPlus® will facilitate your request for a minimal fee for up to five addresses.

### **Option 3: Via The Mail Or Fax**

You may request a transcript from the main campus Student Records Office via mail or fax. To make this type of request, please include the following information:

- Signature
- Social security number or campus I.D.
- Beginning and ending dates of attendance
- The name under which you were enrolled
- Maiden name
- The address where you want the transcript sent
- Your current mailing address & phone number

To make a request by fax, please fax the request to **(504) 865-2110**. To make a request by mail, please mail the request to **Loyola University, Office of Student Records – Transcripts, 6363 St. Charles Avenue, Box 2, New Orleans, LA 70118**. To facilitate your fax or mail request, a Transcript Request Form is attached.

### **Option 4: Walk-in Requests**

You may go in person to the main campus Student Records Office to request your transcript. The office is located in Thomas Hall, Room 204. If you would like to take the transcript with you, they will process your order while you wait. Photo identification is required at the time the request is made. You may ask someone else to pick up your transcript. Please provide that person (including parents) with a letter signed by you. In the letter, please state the name of the person picking up your transcript. The person picking up the transcript will be required to present photo identification.



# School Information Form

LSDAS reports are not included with letter of rank and good standing.  
Transcripts must be requested by the student from the Student Records Office.

## School #1

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Instructions:

Phone #: \_\_\_\_\_

Application deadline: \_\_\_\_\_

Class rank required?                   \_\_ Y \_\_ N

Form required? (if so, please attach) \_\_ Y \_\_ N

## School #2

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Instructions:

Phone #: \_\_\_\_\_

Application deadline: \_\_\_\_\_

Class rank required?                   \_\_ Y \_\_ N

Form required? (if so, please attach) \_\_ Y \_\_ N

## School #3

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Instructions:

Phone #: \_\_\_\_\_

Application deadline: \_\_\_\_\_

Class rank required?                   \_\_ Y \_\_ N

Form required? (if so, please attach) \_\_ Y \_\_ N

## School #4

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Instructions:

Phone #: \_\_\_\_\_

Application deadline: \_\_\_\_\_

Class rank required?                   \_\_ Y \_\_ N

Form required? (if so, please attach) \_\_ Y \_\_ N

## School #5

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Instructions:

Phone #: \_\_\_\_\_

Application deadline: \_\_\_\_\_

Class rank required?                   \_\_ Y \_\_ N

Form required? (if so, please attach) \_\_ Y \_\_

**School #6**

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Instructions:

Phone #: \_\_\_\_\_

Application deadline: \_\_\_\_\_

Class rank required?                   \_\_ Y \_\_ N  
Form required? (if so, please attach) \_\_ Y \_\_ N

**School #7**

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Instructions:

Phone #: \_\_\_\_\_

Application deadline: \_\_\_\_\_

Class rank required?                   \_\_ Y \_\_ N  
Form required? (if so, please attach) \_\_ Y \_\_ N

**School #8**

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Instructions:

Phone #: \_\_\_\_\_

Application deadline: \_\_\_\_\_

Class rank required?                   \_\_ Y \_\_ N  
Form required? (if so, please attach) \_\_ Y \_\_ N

**School #9**

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Instructions:

Phone #: \_\_\_\_\_

Application deadline: \_\_\_\_\_

Class rank required?                   \_\_ Y \_\_ N  
Form required? (if so, please attach) \_\_ Y \_\_ N

**School #10**

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Instructions:

Phone #: \_\_\_\_\_

Application deadline: \_\_\_\_\_

Class rank required?                   \_\_ Y \_\_ N  
Form required? (if so, please attach) \_\_ Y \_\_ N