

Transfer Information Packet

Most schools have a transfer application deadline. In addition to an application for transfer, 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 schools require a form instead of a letter. Contact each school for specific transfer application requirements and communicate what is 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 very end of May and class ranks are not calculated until mid-June. You should submit your transfer applications by June 1 even though the letter and transcript are not available. Transfer application deadlines are deadlines for you to submit the application, not for Loyola 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 deadline the school will know supporting documentation will follow sometime later in the month.

We provide letters of good standing and any required attachments for up to five schools at no charge. There is a \$25 fee for each additional school after the fifth one. The fee is to be paid by credit card at the following link:

https://secure.touchnet.net/C20613_ustores/web/store_main.jsp?STOREID=53&SINGLESTORE=true

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

☐ **Step One: Complete the attached School Information Form**

Letters will not be processed until all of the information is provided. It is imperative that you provide an email address for each school.

☐ **Step Two: Meet with the Associate Dean of Academic Affairs**

Have them sign page 2 of this packet.

☐ **Step Three: Return Forms to Law Records**

Return pages 2 and 3 to Law Records via email at lawrecords@loyno.edu.

☐ **Step Four: Request a Transcript**

You must request your transcript directly from the main campus Student Records Office via LORA Self-Service. You will need to request a separate transcript for each school you apply to.

TO: Students Interested in Transferring to Another School

FROM: Madeleine M. Landrieu Mary Garvey Algero or Rob Garda
Dean, College of Law Associate Dean of Academic Affairs, College of Law

We would appreciate you sharing why you are interested in transferring to 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.

Please complete this form and return it to Law Records via email at lawrecords@loyno.edu. Thank you.

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

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

Semester Transfer Status Will Begin: _____

Signature of Dean or Assoc. Dean of Academic Affairs

School Information Form

School #1 Name: _____ Address: _____ _____ Email: _____ Application deadline: _____ Class rank required? __Y__ N Form required? (if so, please attach) __Y__ N Additional Instructions:	School #2 Name: _____ Address: _____ _____ Email: _____ Application deadline: _____ Class rank required? __Y__ N Form required? (if so, please attach) __Y__ N Additional Instructions:
School #3 Name: _____ Address: _____ _____ Email: _____ Application deadline: _____ Class rank required? __Y__ N Form required? (if so, please attach) __Y__ N Additional Instructions:	School #4 Name: _____ Address: _____ _____ Email: _____ Application deadline: _____ Class rank required? __Y__ N Form required? (if so, please attach) __Y__ N Additional Instructions:
School #5 Name: _____ Address: _____ _____ Email: _____ Application deadline: _____ Class rank required? __Y__ N Form required? (if so, please attach) __Y__ N Additional Instructions:	School #6 (add'l charge) Name: _____ Address: _____ _____ Email: _____ Application deadline: _____ Class rank required? __Y__ N Form required? (if so, please attach) __Y__ N Additional Instructions:
School #7 (add'l charge) Name: _____ Address: _____ _____ Email: _____ Application deadline: _____ Class rank required? __Y__ N Form required? (if so, please attach) __Y__ N Additional Instructions:	School #8 (add'l charge) Name: _____ Address: _____ _____ Email: _____ Application deadline: _____ Class rank required? __Y__ N Form required? (if so, please attach) __Y__ N Additional Instructions: