

**STUDENT STATUS LETTER REQUEST**

Requests are processed on a first-come, first-served basis and require a minimum of three (3) business days to be completed.

Student's Name: \_\_\_\_\_

GGU ID or SS#: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

I would like to request the following: (Note: check one.)

- A letter certifying my current/last term enrollment and academic standing. *(Typically used for summer abroad programs.)*
- A letter certifying my current/last term enrollment, academic standing, and class rank (if available). *(Typically used for transferring to another school.)*
- A letter certifying my enrollment history. *(Typically used for student loan deferments.)*
- A special letter or form that I have supplied. *(Attach form to this request.)*
- A letter certifying graduation from the Law School.
- Other *(Continue on back if necessary.)* \_\_\_\_\_

**NOTE:** JD students attempting to transfer out will likely need the following:

- A letter of good academic standing (including class rank if available), which you may request by submission of this form to [lawreg@ggu.edu](mailto:lawreg@ggu.edu).
- An official transcript, which you must order online through the [National Student Clearinghouse](#).
- You may also need to have your LSAC Credential Assembly Service (CAS) report sent directly from LSAC to the school to which you are attempting to transfer. In addition, some law schools require you to submit your transfer application via the LSAC system: <https://os.lzac.org/Logon/Access.aspx>, which may be to your benefit if you are submitting applications to multiple schools.

If you elect to have your letter of good standing and/or transcript sent before your spring grades are recorded, you will be responsible for requesting an updated letter and/or transcript once spring grades become available. **NOTE: You** are responsible for determining the transfer student requirements for the school to which you are seeking to transfer. The Registrar's Office is not responsible for advising you in regard to transferring to another law school.

Recipient's Email Address (recommended): \_\_\_\_\_

Recipient's Mailing Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_