PACE UNIVERSITY SCHOOL OF LAW

Request for
Letter of Good Standing for Visiting Another ABA Approved Law School

Name: __________________________________________ U #: ______________________

Phone #: ____________________________

Cum GPA: _______ Division: _____Full-time   ____Part-time
Registrar’s Verification of
Cum GPA:___________ Please mail letters    _____To be picked up

Note: A separate form must be completed for approval of course descriptions. Semester? __________

Letter(s) to be Addressed To: ______________________________________________________
(If more than one school, put addresses on reverse side of this form.)

____________________________________________________

____________________________________________________

____________________________________________________

For your information:
1) Please complete this form in its entirety (Registrar’s Office will verify cumulative GPA).

2) If you plan to visit at another law school, the Associate Dean of Academic Affairs must approve
course descriptions (see Course Description Approval form).

3) If you plan to visit at another law school for a semester you must request permission from the
Associate Dean for Academic Affairs. Permission is only granted for extenuating circumstances.

Note to Students: Grade verification is not made in the form of a letter. In order to have grades sent from
the Registrar’s Office, you must request a transcript on a separate form.

_______________________________________________  ____________
Signature of Student       Date
Submit both the Course Description Approval request and Letter of Good Standing request (back side of this form) to the Registrar’s Office.

PACE UNIVERSITY SCHOOL OF LAW

Course Description Approval for
Pace Law Students Visiting at Another ABA Approved Law School

Name: ___________________________ U#: ___________________

Phone #: __________________________

Cum GPA: ___________ Division: ____Full-time  ____Part-time
Registrar’s Verification of
Cum GPA: ___________ Anticipated Date of Graduation: ________________

Reason for Request to Visit at Another School: ____________________________
____________________________________________________________________________________

Law School you will be attending: ______________________________________

Program Abroad? ___Yes  ___No  Where? ______________

Effective Semester (separate sheet for each semester): _______________________

# of Credits Expected to be Taken: ______________________________________

Please Note:
1) Please complete this form in its entirety (Registrar’s Office will verify Cum GPA).

2) Descriptions of all courses you are planning to take at another school must be approved by
the Associate Dean for Academic Affairs for them to be transferred. Please attach
descriptions to this form; if you change a course, it must also be approved by the Associate
Dean for Academic Affairs.

3) A maximum of 30 credits from another law school will be transferred to Pace. Please
remember to have an official transcript sent to the Registrar’s Office ASAP (to Betty
Donovan’s attention).

_____________________________________________   _____________
Student’s Signature          Date

# of credits approved for transfer by Associate Dean for Academic Affairs: _______