



Elisabeth Haub School of Law

Transfer Packet Instructions

- Students must speak with the Dean for Student and Campus Affairs or designee before a transcript or Letter of Good Standing is produced.
- Please complete a separate packet for each school or LSAC.
- Please return forms to the Office of Student and Campus Affairs with the \$10 payment (\$20 for overnight shipping) for each packet.
- Note that requests may take 3-5 days to process. During busy periods, packets should be requested well in advance, as there may be some delay.
- Note that all letters will be processed at the end of each semester when all final grades have been posted for that term.
- A copy of the Letter of Good Standing will be kept in your file in the Registrar's Office.
- If your reason for considering a transfer is financial, please provide, in writing, a request for financial assistance to the Office of Student and Campus Affairs. (Funding may be available based on your cumulative GPA).
- **If you chose to enroll at another law school, you must complete a withdrawal form to be submitted to the Office of Student and Campus Affairs and notify the Registrar's office and the Financial Aid office.**



Elisabeth Haub School of Law

Request for Law School Transfer

Name: _____ U#: _____

Address: _____ Phone #: _____

_____ Cum. GPA: _____

Documents Needed

- Letter of Good Standing
- Official Copy of Transcript
- Rank Letter
- LSAT Score

- HOLD for FINAL GRADES**

Distribution

- Pick up at Registrar's Office
- Mail to: _____
- _____
- _____

Student's Signature

Date

To be completed by the Dean for Student and Campus Affairs:

Reason for Transfer

Signature of Dean for Student and Campus Affairs

Date



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Payment Form

Name: _____ **U#:** _____

Phone #: _____

Regular Mail: \$10
 Overnight Mail: \$20

Payment Amount: \$ _____

CHECK: _____ (please check here, if applicable)

Check #: _____

CREDIT CARD: _____ (please check here, if applicable)

If you wish to pay with a credit card the charges will be added to your student account and you must pay via the Student Portal. Documents will not be sent until payment is received.

Student's Signature

Date