

STUDENT REQUEST FORM

(Class Rank, LSDAS Report, Letter of Good Standing, Unofficial Transcript)

NAME (print): _____

CLASS: _____ Class codes are as follows: **LD1** = 1 day **LE1** = 1 eve **LP1** = part-time day 1st year
LD2 = 2 day **LE2** = 2 eve **LP2** = part-time day 2nd year
LD3 = 3 day **LE3** = 3 eve **LP3** = part-time day 3rd year
LE4 = 4 eve **LP4** = part-time day 4th year

ID# (@000.....) **[DO NOT USE SSN]**: _____

LAST SEMESTER/YEAR ATTENDED: _____

- REQUESTING: **CLASS RANK** (LD1, LE1 & LP1 class rank available after completion of first academic year)
- TOP PAGE OF LSDAS REPORT [to include LSAT score(s)]**
- UNOFFICIAL TRANSCRIPT (Grade Report)**

LETTER OF GOOD STANDING

- FOR ENROLLMENT VERIFICATION**
- FOR PERMISSION TO TAKE COURSE(S) OUTSIDE THE SCHOOL OF LAW**
- FOR TRANSFERRING TO ANOTHER LAW SCHOOL**
(Please be sure to notify the Office of Registration & Enrollment – reg_enroll@law.umaryland.edu – if you transfer to another law school)

Addressed to: ___ “To Whom It May Concern”
___ Other: _____

Other specifics which need to be included in letter:

Indicate below the manner in which you wish to receive the requested item(s):

- In-Person
- Email: _____ Class Rank Only
- Phone: _____ Class Rank Only
- Fax: (Recipient’s Name & Number) _____
- Mail: (Recipient’s Name & Address) _____

SIGNATURE _____ DATE: _____

This form may be returned to the Law School’s Office of Registration and Enrollment by Fax: 410-706-2103, in person or by mail to 500 W. Baltimore Street, Baltimore, MD 21201, Suite 280. Because the form requires your signature, it cannot be accepted by email. Questions: call 410 706-2045.

Official Transcript requests may be made to the Office of the Registrar, 601 W. Lombard Street, Suite 240, Baltimore, MD 21201 or <http://simsweb.umaryland.edu/>. Questions: call 410 706-7480.