

**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 1<sup>st</sup> year  
**LD2** = 2 day **LE2** = 2 eve **LP2** = part-time day 2<sup>nd</sup> year  
**LD3** = 3 day **LE3** = 3 eve **LP3** = part-time day 3<sup>rd</sup> year  
**LE4** = 4 eve **LP4** = part-time day 4<sup>th</sup> year

SSN or ID# (@000.....): \_\_\_\_\_

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](mailto: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, 110 S. Paca Street, 2<sup>nd</sup> Floor, Baltimore, MD 21201 or <http://simsweb.umaryland.edu/>. Questions: call 410 706-7480.