

STUDENT REQUEST FORM

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

NAME (print): _____

CLASS: _____ Class codes are as follows: **LD1** = 1 day **LE1** = 1 eve **LLM**
LD2 = 2 day **LE2** = 2 eve **MSL**
LD3 = 3 day **LE3** = 3 eve
LE4 = 4 eve

ID# (@00.....) [or last four digits of SSN for alumni]: _____

LAST SEMESTER/YEAR ATTENDED: _____

- REQUESTING: **CLASS RANK** (LD1 & LE1 class rank available after completion of first academic year);
not applicable for LLM and MSL students
- COVER PAGE OF CAS REPORT [to include LSAT score(s)]—JD program only**
- UNOFFICIAL TRANSCRIPT (Grade Report)**
- APPLICATION FOR ADMISSION TO UM CAREY LAW**

LETTER OF GOOD STANDING:

- FOR ENROLLMENT VERIFICATION**
- FOR PERMISSION TO TAKE COURSE(S) OUTSIDE THE SCHOOL OF LAW**
- FOR TRANSFERRING 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; by mail to 500 W. Baltimore Street, Baltimore, MD 21201, Suite 280; or scanned and emailed to registration@law.umaryland.edu. The form must be signed (no computer generated or typed signatures). Questions: call 410 706-2045.

Official Transcript requests must be made to the Office of the Registrar, 601 W. Lombard Street, Suite 240, Baltimore, MD 21201 or <http://www.umaryland.edu/surfs/registration-and-transcripts/> (click Request for Official Transcripts). Questions: call 410 706-7480.