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# (0000... 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.


This form is NOT for use to obtain an Official Transcript.