Request for a Letter of Good Standing for Transfer to Another Law School

Letters of good standing are provided for up to three (3) schools

TO: Office of the Dean of Students **Date: _____**

FROM: _____ **SS# _____**

Address: _____ **Year in School: _____ Section: _____**

_____ **Home Phone: _____**

E-Mail Address: _____ **Work Phone: _____**

_____ **Cellular Phone: _____**

In order to receive a letter of good standing for purposes of transfer to another law school, the student must:

(1) complete both sides of this form
(2) arrange for an appointment with a dean in the Office of the Dean of Students
(3) complete a preliminary exit interview with the Office of Financial Aid.

Part I: Indicate the purpose for which you are requesting a letter of good standing (specific information for each school will be given in Part II). Please give a reason for your attempted transfer from UM Law. Information that is either complimentary or constructively critical is important.

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Part II: Give the names of the school(s) to which you are attempting to transfer. Provide information including complete address, along with a contact person, telephone and fax numbers, if necessary. List what documents are required by each school.

Letters of good standing are provided for up to three (3) schools. For requests in excess of that number, a handling charge of $25.00 per school is assessed.

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Student's Signature: _____

Part III: (For the Office of the Dean of Students) Authorization for release of the letter of good standing with supporting documents and/or comments.

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