

## Letter of Good Standing Request Form

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Purpose of Letter:**

- Study Abroad\*†
- Transfer to Another Law School†
- Visiting at Another Law School\*\*
- Employer Request
- Other (please describe): \_\_\_\_\_

**Contact Information**

Provide the organization(s)/contact name(s), mailing address(es) and/or e-mail address(es) where the letter will be addressed. The letter(s) will be addressed exactly as written here.

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|----------|----------|
| 1. _____ | 2. _____ |
| _____    | _____    |
| _____    | _____    |
| _____    | _____    |

**Additional Instructions**

A standard letter of good standing includes the following information: 1) that you are enrolled at DePaul; 2) your program; 3) your anticipated date of graduation and degree conferral; 4) whether you are in good standing and making satisfactory progress in completing your degree; and 5) whether you have been subject to any discipline during your time of enrollment. If you require any additional information to be included in your letter, please list that here:

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**Delivery Options (check all that apply)**

- Mail to the recipient(s) listed above
- E-mail to the recipient(s) listed above
- Pick-up from the Office of Student Affairs
- Send to me at the following address and/or e-mail address: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Due Date: \_\_\_\_\_

(Allow at least 5 business days for processing)

\* **Study Abroad Approval:** Contact Dean Allison Ortlieb at [aortlieb@depaul.edu](mailto:aortlieb@depaul.edu) for approval to study abroad with a program offered by a school other than DePaul before submitting this form.

† **Application Fee:** If the purpose of the request for your letter of good standing is to either 1) study abroad with a program offered by a school other than DePaul, or 2) apply for transfer admission to another law school or academic institution, payment in the amount of \$25 per letter requested must accompany this request form. You can pay via check made payable to “DePaul University” or via credit card by clicking here: [Letter of Good Standing Payment](#). The fee of \$25 per letter requested is nonrefundable.

\*\* **Visiting Away Approval:** Contact Dean Allison Ortlieb at [aortlieb@depaul.edu](mailto:aortlieb@depaul.edu) for approval to visit at another law school before submitting this form.