DePaul University College of Law
Office of Student Affairs
Letter of Good Standing Request Form

For study abroad programs not sponsored by DePaul and application to visit at, or transfer to, another law school.

Please place your application in the Office of Student Affairs Drop Box located on the 9th Floor of the Lewis Center or submit the completed form by email to lawstudentservices@depaul.edu.

Transfer Application Fee: If the purpose of the request for your letter of good standing is to apply for transfer admission to another law school or academic institution, a check in the amount of $25 per letter requested must accompany this request form. The check should be made payable to “DePaul University.” The fee of $25 per letter requested is nonrefundable.

NAME _________________________________________________________________

DEPAUL STUDENT ID # _________________________________________________

YEAR ___________ ( ☐ Full-Time ☐ Part-Time) Check one

ADDRESS __________________________________________________________________________

CITY ___________________________ STATE _______________ ZIP ________________

TELEPHONE (Home) ___________ (Work) ___________ EMAIL ________________

SIGNATURE _______________________ DATE ___________________________

NOTE: PROCESSING TIME IS 5 BUSINESS DAYS. LETTERS WILL BE MAILED DIRECTLY TO THE PERSON OR INSTITUTION AUTHORIZED TO RECEIVE YOUR INFORMATION.

Purpose of Letter

☐ Study Abroad
☐ Transfer to Another Law School
☐ Visiting at Another Law School
☐ Other __________________________

Note: The Associate Dean for Academic Affairs must approve all requests to visit at another law school. Please contact Dean Allison Tirres at atirres@depaul.edu. Other than consortium courses, approval will not be given for visitations at any Illinois law schools. A student must have extenuating personal circumstances to support a request to visit elsewhere.
Exact name, address, and phone number of the office or person to whom the letter should be sent:


OFFICIAL TRANSCRIPTS: YOU MUST ORDER AN OFFICIAL TRANSCRIPT FROM CAMPUS CONNECT IN THE STUDENT CENTER. THE COLLEGE OF LAW CANNOT ISSUE OFFICIAL TRANSCRIPTS. THE STUDENT RECORDS WEB SITE IS WWW.SR.DEPAUL.EDU.

UNDERGRADUATE TRANSCRIPTS: YOU MUST ORDER YOUR UNDERGRADUATE TRANSCRIPT FROM YOUR UNDERGRADUATE INSTITUTION; COPIES ARE NOT AVAILABLE FROM THIS OFFICE.

CLASS RANKS: VIEW AND PRINT FROM THE COLLEGE OF LAW WEB SITE AT WWW.LAW.DEPAUL.EDU. LOOK UNDER STUDENT LIFE AND STUDENT AFFAIRS.