

# Santa Clara University School of Law

Student Services Office  
500 El Camino Real  
Santa Clara, CA 95053  
Main: (408) 554-4766  
Email: [LawStudentServices@scu.edu](mailto:LawStudentServices@scu.edu)

**PLEASE ALLOW 3-5 BUSINESS DAYS TO PROCESS.** During times of heavy workload in Student Services, turn-around time may be longer. Processing of multiple requests may also take longer.

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## LETTER REQUEST FORM

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**NAME:** \_\_\_\_\_ **Other Names Used:** \_\_\_\_\_

**CURRENT ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **E-MAIL ADDRESS:** \_\_\_\_\_

**SCU ID#:** \_\_\_\_\_ **Birthdate:** \_\_\_\_\_

*(If SCU ID# is unknown, birthdate must be provided)*

**Are you currently enrolled?** ☐ Yes ☐ No - Dates of attendance \_\_\_\_\_

Attended prior to 1989? ☐ Yes ☐ No

*(If you attended prior to 1989, allow 10-15 working days to process)*

**LAW PROGRAM:** ☐ J.D. ☐ LL.M. ☐ NON-DEGREE ☐ OTHER

**REQUEST FOR:** Check all that apply. *(Please read the information on the reverse.)*

☐ LETTER OF GOOD ACADEMIC STANDING

☐ INDIVIDUAL CLASS RANK LETTER

☐ TRANSFER LETTER ☐ *Please check here if you need a copy of the top page of your LSDAS application to be attached to your transfer letter.*

☐ OTHER: *(please specify the nature of your request)*

☐ FORMS *(please attach)*

**OTHER Instructions:** \_\_\_\_\_

**DELIVERY:** *(please check one)*

☐ Mail To: \_\_\_\_\_

☐ Email To: \_\_\_\_\_

☐ Hold for Pick-Up *(you will be notified via e-mail once your request has been processed.)*

**\*REQUESTOR'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**\*(To process the request, your signature is required)**

## **Explanation of Letters:**

- **LETTER OF GOOD ACADEMIC STANDING:** This letter certifies current attendance, good academic standing, eligibility to continue legal studies, and anticipated graduation date.
- **INDIVIDUAL CLASS RANK LETTER:** Rankings for each class year and division are computed annually based on the cumulative grade point average at the end of the spring semester. This letter will include a student's cumulative GPA, individual class rank and percentile at the end of the spring semester of the specified year.
- **TRANSFER LETTER:** This letter certifies current attendance, good academic standing and eligibility to continue legal studies. The ranking grid will not be available until August of each academic year. Transfer letter requested before August of each year will include last year's ranking grid. Individual rankings are not available. If you need a copy of the top page of your LSDAS application to be attached to your transfer letter, please check the appropriate section on the form.
- **ENROLLMENT VERIFICATION:** Refer to <https://www.scu.edu/registrar/frequently-asked-questions/#Request%20an%20Enrollment%20Verification> for information on requesting enrollment verification.
- **OFFICIAL TRANSCRIPTS:** Official transcripts are issued by the Office of the University Registrar. Please refer to <https://www.scu.edu/registrar/frequently-asked-questions/#Requesting an Official Transcript> for information on ordering official transcripts.