EDUCATING THE COMPLETE LAWYER

STUDENT RECORD REQUEST FORM

- Complete and submit form to lawregistrar@udmercy.edu
- Handwritten signature (not electronic) is required for processing
- Processing requires 2 business days

	T
Student Name	**Student ID Number**

First Term at Detroit Mercy Law

I am requesting the following (please check all that apply):

☐ **Copy of my law school application**
Your signature below certifies that you are releasing a copy of your law school application to yourself. The copy of the application includes the application along with all attachments, any additional materials submitted by you in support of the application for your admission to the law school and any amendments.

☐ **Proof of enrollment letter**
A proof of enrollment letter certifies that you are enrolled at the University for the current term.

☐ **Letter of good standing**
(for students who have earned at least 5 credits at the time of request)
A letter of good standing certifies that you are enrolled at the University for the current term, are not in academic jeopardy and do not have any disciplinary matters included in your academic file.

☐ **Letter of good standing including class rank**
(for students who have earned at least 5 credits at the time of request)
A letter of good standing certifies that you are enrolled at the University for the current term, are not in academic jeopardy, do not have any disciplinary matters included in your academic file and includes your class rank.

Purpose of the request (please check all that apply):
☐ Employment
☐ Verification of information for a Bar application
☐ Notification to an insurance company for continuation of policy
☐ Application for an externship
☐ Other (please specify): _____

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Please address letter to the following:

Name: _____

_____

Address: _____

_____

_____

Please send via:

☐ Mail to the above address
☐ Email to the above at _____

Any additional information or notes:

_____

_____

_____

_____

Student Signature (must be handwritten)   **Date**

For office use only

Approved by: _____   Date: _____

Denied by: _____   Date: _____   Student Notified: ☐ Yes   ☐ No