

**TRANSFER APPLICATION REQUEST**

Detroit Mercy Law students applying to transfer to other law schools should follow these steps:

- Submit this **Transfer Application Request** to the Registrar (Student Service Center—SSC)
- The processing fees for transfer applications are due at the time students apply to transfer and include:

First Five Transfer Requests	free of charge
Each Additional Request	\$20.00
- Request official transcripts through the University Registrar’s Office (<http://www.udmercy.edu/registrar/transcripts/index.htm> or 313-993-3313).
- If you are accepted to a transfer school and intend to transfer out of Detroit Mercy, you must notify the Registrar in writing of withdrawal from University of Detroit Mercy School of Law and transfer to another law school.

*Please print.*

Student Name \_\_\_\_\_ T Number \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_ Date \_\_\_\_\_

**Please state your reasons for applying to transfer to another law school:**

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**Please list in priority order the schools to which you are applying to transfer and check the documentation each requires. Use the back of this form to list additional schools.**

School	Letter of Good Standing	Letter With Class Rank	Copy of LSDAS Report

**Additional Comments or Requests:**

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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Associate Dean for Student Affairs \_\_\_\_\_ Date \_\_\_\_\_