

REQUEST FOR LETTER OF STANDING

[Allow 3 working days for processing and 7-10 working days for U.S. mail.]

Student Name: _____

Signature: _____ **Date:** _____

YEAR: LAW I LAW II LAW III LLM

PURPOSE OF LETTER:

Enrollment Verification Letter with class schedule

Summer School

Visiting at Another Institution/ Studying Abroad

Other (specify): _____

Letter of Standing for Transfer

SEND TO:

Company/ Institution:	
Attention:	
Mailing Address:	
City, State, ZIP:	

Company/ Institution:	
Attention:	
Mailing Address:	
City, State, ZIP:	

Company/ Institution:	
Attention:	
Mailing Address:	
City, State, ZIP:	

Company/ Institution:	
Attention:	
Mailing Address:	
City, State, ZIP:	

CHECK APPLICABLE:

- I WILL PICK UP from Student Affairs.
- Email me when ready.

PLEASE MAIL.

- Email me when processed and mailed.

ENCLOSE document(s): _____

Letters of Standing for Transfer include:

- 1) The letter of standing, with current semester class ranking if eligible;
- 2) a range form;

Updated 10/2021

The Office of Student Affairs cannot process any Official Transcripts.

To request an Official Transcript, visit the Registrar's page at <https://willamette.edu/offices/registrar/transcripts/index.html> and click on the *TranscriptsPlus* icon to place your order.