

# Letter/Document Request Form

## Office of Student Services

100 N. Tucker Blvd., Room 1008  
St. Louis, MO 63101  
Phone: 314-977-3955  
Fax: 314-977-2030

Student Name: \_\_\_\_\_ Student Email Address: \_\_\_\_\_ Student Phone Number: \_\_\_\_\_

Address Letter to (Name and/or Institution): \_\_\_\_\_

### PURPOSE OF LETTER:

- Financial Aid/Scholarship
- Insurance
- Employment
- Application to a Dual Degree Program
- Transfer Application to Another Law School
- Visiting Status at Another Law School (approval needed)
- Other (specify): \_\_\_\_\_

### INFORMATION TO BE INCLUDED IN LETTER:

- Verification of Full-time Status (12 credit hours required to be full time)
- Statement of Good Academic Standing
- Class Ranking
- Anticipated Graduation Date
- Other (specify): \_\_\_\_\_

DOCUMENTS TO BE INCLUDED WITH LETTER (specify): \_\_\_\_\_

If an official transcript is needed, it must be requested online through the University. Instructions for this process are at: <https://www.slu.edu/law/academics/registrar/index.php>.

### MAILING INSTRUCTIONS:

- Student to pick up in the Student Services Office
- Email to: \_\_\_\_\_
- Regular mail to: \_\_\_\_\_

PLEASE INDICATE THE DATE NEEDED TO BE RECEIVED BY: \_\_\_\_\_

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

Please return completed form to Joyce Brown in the Student Services Office or by e-mail to [joyce.brown@slu.edu](mailto:joyce.brown@slu.edu)

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### STUDENT SERVICES OFFICE USE ONLY

Date completed: \_\_\_\_\_ Completed by: \_\_\_\_\_

Comments: \_\_\_\_\_