



# SOUTH TEXAS COLLEGE OF LAW

1303 SAN JACINTO ST., HOUSTON, TEXAS 77002

## Letter of Good Standing Request Form

STUDENT INFORMATION			
Student Name		Student ID Number	
		G	
Student Mailbox Number	E-mail Address	Term(s)	
	@stcl.edu	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring <input type="checkbox"/> Summer
<b>What is the reason for your request?</b> <input type="checkbox"/> Employer <input type="checkbox"/> Non Co-Sponsored Study Abroad    Location: _____ <input type="checkbox"/> Transfer (\$35 must be paid to Accounting Services for each request before letter(s) can be prepared.) The following document(s) will be included with the Letter of Standing: ▪ Official Transcript ▪ Current Ranking Percentiles ▪ Copy of Page 1 of Student's LSDAS Report <input type="checkbox"/> Transient – visiting another law school (Must attach detailed course descriptions, dates and hours, and plans for law school completion.) The following document(s) will be included with the Letter of Standing: ▪ Official Transcript <input type="checkbox"/> Other _____  <i>Note: If multiple letters of standing are requested, a list may be attached to this form. Multiple forms are not necessary.</i>			
<b>Please give the <u>complete</u> name and address of the law school or institution:</b>  Institution _____ Name/Title/Department _____ Address _____ Address _____ City _____ State _____ Zip _____ Student Signature _____ Date _____ By way of my signature, I authorize release of my requests(s) as indicated above			
ADMINISTRATIVE REVIEW			
Registrar Signature _____		Date _____	
Dean Signature* _____		Date _____	
*Non co-sponsored study abroad programs require Assoc. Dean Burnett's approval.			
Accounting Services _____		Date _____	
Balance:	Application Fee:	Receipt Number:	

Please mail or fax completed form to:  
South Texas College of Law 1303 San Jacinto Street Houston, TX 77002 Attn: Registrar's Office Fax:(713) 646-2939

### Office Use Only

Processed by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Transient Hours toward Graduation: \_\_\_\_\_

cc: Associate Dean McGovern