



UC HASTINGS
COLLEGE OF THE LAW
EST. 1878

RECORDS OFFICE

200 McAllister Street • San Francisco, CA 94102 • office (415) 565-4613 • records@uchastings.edu

General Request Form

Name: _____ Hastings ID#: _____

I hereby request one or more of the following items:

- Letter of Good Standing
Not for students who plan to visit another school. Fill out Transfer Credit Petition to get appropriate letter.
- Verification of Enrollment/Registration Term: _____
Please note: Enrollment cannot be verified until after the Add/Drop date of semester of request. This applies to loan deferment forms as well.
- Class Rank (Calculated every July) Class of: _____
- Photocopy from student file (PAYMENT REQUIRED)
Flat fee of \$3 for this request. Submit payment to Fiscal Services and submit receipt and request.

List documents needed: _____

- Exam Blue Books/Computer Exams
Exam #: _____ Semester: _____ Year: _____

COURSE	PROFESSOR

- Other: _____

Distribution:

- Pick-up in person (photo ID required)
- Mail/Fax to:

Name: _____
Address: _____

Name: _____
Address: _____

Signature: _____ Date: _____

Office Use Only:
mailed: _____ picked-up: _____ date: _____ by: _____