

RECORDS OFFICE

UNIVERSITY OF CALIFORNIA HASTINGS COLLEGE OF THE LAW
200 MCALLISTER STREET, SAN FRANCISCO, CA 94102 (415) 565-4613 FAX (415) 581-8803

GENERAL REQUEST FORM

Name: _____ ID or Phone # _____

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 *of legal status* _____

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, attach receipt with request.

List documents needed:

Exam Blue Books/Computer Exams

Exam # _____ Semester _____ Year _____

Other:

Distribution:

Pick-up in person (*photo ID required*)

Mail/Fax to:

Signature: _____ Date: _____

OFFICE USE ONLY:

_____: mailed _____: picked-up date: _____ by: _____