

**University of San Diego School of Law**  
**LETTER REQUEST**

(Please print)

Name: \_\_\_\_\_ I.D. #: \_\_\_\_\_ Date: \_\_\_\_\_  
          Last                      First                      M.I.

Address: \_\_\_\_\_  
          Street                      Apt. #                      City                      State                      Zip

Signature (required for processing) \_\_\_\_\_

Type of Letter Requested (Circle one):

Permission to Visit (Fall or Spring semesters ONLY after permission has been granted)

Good Standing to Transfer

Attendance Student Loan Purposes

Other (please explain): \_\_\_\_\_

\_\_\_\_\_ Letter to be sent to:                      **OR**                      \_\_\_\_\_ Letter to be picked up

**ATTN:** \_\_\_\_\_

**Institution:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**PLEASE NOTE: TRANSCRIPT REQUESTS MUST BE MADE  
SEPARATELY. FORMS AVAILABLE IN RECORDS.**

OFFICE USE ONLY:

Letter Released by \_\_\_\_\_ on \_\_\_\_\_

LSR0407