

CAPITAL UNIVERSITY LAW SCHOOL
TRANSFER PACKET REQUEST

YOUR INFORMATION:

Name: (First) (Middle) (Last)

Street Address:

City State Zip

Daytime Phone () -

Student ID #:

MAIL TO: (Where official transcript & letter are to be sent)

School:

Street Address:

City: State: Zip:

SPECIAL INSTRUCTIONS:

- JD LLM MT
Issue transcript(s) now
Hold transcript(s) until grades are posted
Letter of Good Standing
Class Rank
Full Time
Part Time

**Included in your letter of good standing will be a statement as to whether you are eligible to continue at Capital University Law School. If you are not eligible to continue or there are restrictions on your eligibility to continue, a statement to that effect will be included in your good standing letter.

I affirm that I am the above-named student. In compliance with FERPA, I hereby give my written consent and authorize Capital University Law School to release my student record as noted.

SIGNATURE: DATE:

Please return completed and signed form to the Office of Records & Registration. There is a \$5 fee per transcript payable by check or money order if ordering in person. The \$5 fee is also payable by credit card online: http://law.capital.edu/RecordsandRegistration/ Allow 5-10 business days for processing. Photo ID is required when picking up in person.