

Capital University Law School  
Registrar's Office

*Request for Letter*

Date \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Social Security No \_\_\_\_\_

Please process a letter for me, stating the following:

\_\_\_\_\_ Full-time student at Capital University Law School

\_\_\_\_\_ Currently enrolled, and in good standing

\_\_\_\_\_ Class rank

\_\_\_\_\_ Other, explain \_\_\_\_\_

Signature \_\_\_\_\_

(Signature required)

Need (allow two days processing) \_\_\_\_\_

Mail to \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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.**