



# General Request Form

Name: \_\_\_\_\_

X- Number: **X** \_\_\_\_\_

Dates Attended: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Former Name(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Please check the box of the request that you are making:**

- Enrollment Verification Letter *(For current students: available via UIS)*
- Certificate of Graduation Letter *(For current students: available via UIS)*
- Letter of Class Rank
- Letter of Good Standing
- Request to view LSAC application
- Other: \_\_\_\_\_

(Required)

- Pick Up
- Mailto: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If you would like your letter sent electronically, please initial after the release statement below:**

I release St. John's University School of Law from any breach of confidentiality. \_\_\_\_\_  
(Initials)

Email to: \_\_\_\_\_

Special Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Required)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to:**

St. John's University School of Law  
Office of the Registrar, Rm 4-58  
8000 Utopia Parkway  
Queens, NY 11439  
p:718-990-2192 | [lawregistrar@stjohns.edu](mailto:lawregistrar@stjohns.edu)  
[stjlawstudent.com](http://stjlawstudent.com)