

Seton Hall Law School

REQUEST FOR A FORM LETTER OR ACADEMIC FILE DOCUMENTS

FORM INSTRUCTIONS

1. Insert information into fillable fields.
2. **GUJ Y'H Y'Zorm.**
3. Submit form in person, e-mail, or fax to
the Office of Enrollment Services: **law_registrar@shu.edu** Fax: **973-642-8956**

Form letters are used for proof of enrollment, graduation, etc. All letters must be addressed to an outside party. Requests addressed to students will not be honored. Students must state the reason for the request. All request forms must be entirely completed. INCOMPLETE REQUESTS WILL NOT BE ACCEPTED. PLEASE ALLOW FIVE WORKING DAYS FOR PROCESSING.

Name _____ Student ID# _____
Year _____ Division _____ Grad. Date _____

Reason for Request

Address Form Letter To: (Include name, address, or email)

PLEASE PROCESS A LETTER FOR ME STATING THE FOLLOWING:

- Enrollment Verification
- My GPA and class rank for FALL semester.
- My GPA and class rank for SPRING semester
- My anticipated graduation date.
- Excusing me from jury duty.
- Other or Academic File Documents

If Other, please explain in detail exactly what you need.

PLEASE ALLOW 5 WORKING DAYS

I will pick it up _____
Date/Time

Please mail or email
to me. Address:

Signature

Date