

# Seton Hall Law School

## REQUEST FOR A FORM LETTER

### FORM INSTRUCTIONS

1. Insert information into fillable fields.
2. Print Form.
3. Submit printed form in person or by mail to the Office of Enrollment Services.
4. Keep a copy for your records.

Mailing Address:  
Office of Enrollment Services  
Seton Hall Law School  
One Newark Center  
Newark, NJ 07102

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

Addressed To

PLEASE PROCESS A LETTER FOR ME STATING THE FOLLOWING:

- I am a full-time student.
- 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

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

**PLEASE ALLOW 5 WORKING DAYS**

I will pick it up \_\_\_\_\_  
Date/Time

Please mail to me  
(address)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date