

# New York Law School Office of the Registrar

All students who entered NYLS as of Summer 2005, must include their student ID number when completing this form. This number is located on the front of your ID card and begins with the @ symbol.

## GENERAL REQUEST FORM

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

Student ID#: @ \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Please check one:

- Certification of attendance**
- Certification of graduation**
- Letter of good standing** (*for study abroad or visiting out, please contact the Office of Academic Affairs*)
- Grade letter**
- Rank letter**

Reason (*check one*):

- Permission to study at another Law School
- Transferring to another Law School
- Other (*please explain*): \_\_\_\_\_

\_\_\_\_ **Will pick up**      \_\_\_\_ **Send to address below**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Change of Name:** From: \_\_\_\_\_  
To: \_\_\_\_\_

The following supporting documentation is attached:

- Copy of Marriage License
- Certified copy of Court Order or  Certified copy of Divorce Paper
- Affidavit certifying Name Change
- Other: \_\_\_\_\_

**Request to review student file**

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