

Widener University 
Delaware Law School

Registrar's Office

Letter Request Form for Students/Alumni

Student Name (print): _____ Former/Maiden Name: _____

Student ID# or Last 4 digits of SSN: _____ Daytime Telephone: () _____

Academic Program: _____ JD _____ LLM _____ MJ _____ SJD _____ LEI _____ No Degree

Currently Enrolled: _____ YES _____ NO Graduation Date or Anticipated Graduation Date: _____

Letter Processing: _____ Process Now _____ Hold for current term grade release _____ Hold for degree notation

Reason for Request: _____ Employment _____ Personal Records/Other _____ Transfer

To help us understand the needs of our students, please let us know why you are interested in transferring to another law school.

Letter Request:

_____ Enrollment Verification Letter
_____ Letter of Good Standing with Class Rank

Other Requests:

_____ LSAC Report [top page only; includes LSAT score(s)]
_____ Widener University Delaware Law School Application [includes addendums to original application]

_____ Pick-up by student/alumnus
_____ Mail requested item to: _____

_____ Email Address: _____

Student Signature: _____ **Date:** _____

Requests are processed within 48-72 hours of receipt of the completed form. During peak periods, additional processing time may be required. Submit this form in person, by mail or email to the attention of the Registrar's Office to the address indicated below.

For Office Use Only: Date Received: _____ Date Processed: _____ Processed by: _____

Form revised on 9/20/23