Request for
Letter of Good Standing for Visiting Another ABA Approved Law School

Name: ___________________________________________ U #: __________________

Phone #: __________________________

Cum GPA: ________ Division: ___ Full-time ___ Part-time
Registrar’s Verification of Cum GPA:___________ Please mail letters _____To be picked up

Note: A separate form must be completed for approval of course descriptions. Semester? ______

Letter(s) to be Addressed To: ______________________________________________________
(If more than one school, put addresses on reverse side of this form.)

____________________________________________________
____________________________________________________

For your information:
1) Please complete this form in its entirety (Registrar’s Office will verify cumulative GPA).

2) If you plan to visit at another law school, the Associate Dean of Academic Affairs must approve course descriptions (see Course Description Approval form).

3) If you plan to visit at another law school for a semester you must request permission from the Associate Dean for Academic Affairs. Permission is only granted for extenuating circumstances.

Note to Students: Grade verification is not made in the form of a letter. In order to have grades sent from the Registrar’s Office, you must request a transcript on a separate form.

_____________________________________________  ____________
Signature of Student       Date
Submit both the Course Description Approval request and Letter of Good Standing request (back side of this form) to the Registrar’s Office.

PACE UNIVERSITY SCHOOL OF LAW

Course Description Approval for
Pace Law Students Visiting at Another ABA Approved Law School

Name: _____________________________________________  U#: ___________________

Phone #: __________________________

Cum GPA: __________  Division: ___ Full-time  ___ Part-time
Registrar’s Verification of
Cum GPA: __________  Anticipated Date of Graduation: ______________

Reason for Request to Visit at Another School: ________________________________________
__________________________________________________________________________________

Law School you will be attending: ______________________________________________________

Program Abroad? ___Yes  ___No  Where? ______________________

Effective Semester (separate sheet for each semester): _________________________________

# of Credits Expected to be Taken: ____________________________________________

Please Note:
1) Please complete this form in its entirety (Registrar’s Office will verify Cum GPA).

2) Descriptions of all courses you are planning to take at another school must be approved by
the Associate Dean for Academic Affairs for them to be transferred. Please attach
descriptions to this form; if you change a course, it must also be approved by the Associate
Dean for Academic Affairs.

3) A maximum of 30 credits from another law school will be transferred to Pace. Please
remember to have an official transcript sent to the Registrar’s Office ASAP (to Betty
Donovan’s attention).

_____________________________________________________________________________

Student’s Signature          Date
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For Office Use Only
Course Descriptions Initialed
And Approved By: ________________________  ________________________
Signature of Associate Dean for Academic Affairs     Date

# of credits approved for transfer by Associate Dean for Academic Affairs: ________