**Transfer Packet Instructions**

- Students must speak with the Dean for Students or designee (Aloysia Hall 109) before a transcript or Letter of Good Standing is produced.

- Please complete a separate packet for each school or LSAC.

- Please return forms to the Office of Student Services with the $10 payment ($20 for overnight shipping) for each packet.

- **Requests may take 3-5 days to process. During busy periods, packets should be requested well in advance, as there may be some delay.**

- Please note that all letters will be processed at the end of each semester when all final grades have been posted for that term.

- A copy of the Letter of Good Standing will be kept in your file in the Registrar’s Office.

- If your reason for considering a transfer is financial, please provide, in writing, a request for financial assistance to the Office of Student Services. (Funding may be available based on your cumulative GPA.)

- **If you chose to enroll at another law school, you must complete a withdrawal form to be submitted to the Office of Student Services and notify the Registrar’s office and the Financial Aid office.**
Request for Law School Transfer

Name ________________________________________     U# _____________________

Address ___________________________________    Phone # ____________________

___________________________________ Cum GPA: _______

Documents Needed
___ Letter of Good Standing
___ Official Copy of Transcript
___ Rank Letter
___ LSAT Score

___ HOLD for FINAL GRADES

Distribution
___ Pick up at Registrar’s Office
___ Mail to:


Student’s Signature _____________________________________  Date ____________

To be completed by the Dean for Students

Reason for Transfer

________________________________________________________________________

________________________________________________________________________

Dean for Students or Designee ___________________________________  Date __________
Payment Form

Name ________________________________________     U# _____________________

Phone # _____________________

__ Regular Mail: $10
__ Overnight Mail: $20

Payment Amount: $______________

CHECK

Check #: _______________________

CREDIT CARD

Cardholder’s Name: ________________________________

__ AmEx  __ Visa  __ Mastercard  __ Discover

Credit Card #: _____________________________________

Expiration Date: ________________

Signature _________________________________________  Date _______________
Certification of Good Standing

Student Name: ___________________________________
Address: _______________________________________
___________________________________
___________________________________

Certification of Good Standing Issued to:
________________________________________
________________________________________
________________________________________
________________________________________

Student’s Signature: _________________________________________ Date: ______________

Certification by the Dean for Students

This is to certify that the above named student is in good standing and is eligible to continue his or her studies at Pace Law School. The student’s record does not, at this time, contain any honor code or disciplinary violations.

________________________________________ Date
Angela M. D’Agostino
Dean for Students

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