

## Information Request Form for Alumni

This form is for William S. Richardson School of Law alumni. Complete this form to request a letter of good standing, verification of enrollment, and/or completion of a bar certification form.

Submit the signed and completed form to the Law Registrar's Office at [lawreg@hawaii.edu](mailto:lawreg@hawaii.edu). Please allow 7-10 business days to process your request.

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Graduation Month/Year:** (e.g. 05/2012): \_\_\_\_\_ **Program** (e.g. JD, LLM): \_\_\_\_\_

**Name in Law School:** \_\_\_\_\_

(if different from the name above)

**UH ID/Username:** \_\_\_\_\_

(provide this information if available)

**Type of Request:** \_\_\_\_\_

**If other, please specify your request:** \_\_\_\_\_

**For letters of good standing and/or verification of enrollment requests, note any special instructions regarding specific information or language that must be included in the letter.**

e.g. enrollment dates; class rank; date of graduation, etc.

**Reason for Request:**

**To Whom Should the Letter be Addressed:** \_\_\_\_\_

(e.g. Dean Nelson; Mr. Rogers; To Whom It May Concern)

**Recipient's Address:** Address to which the letter should be addressed

**Organization Name:** \_\_\_\_\_

**Address Line 1:** \_\_\_\_\_

**Address Line 2:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_ **Country:** \_\_\_\_\_

**Email Address to Send the Letter:** \_\_\_\_\_

During this time, we are only emailing letters. If you require the letter to be mailed, please notify us by email at [lawreg@hawaii.edu](mailto:lawreg@hawaii.edu).

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

By signing this form, I give permission to the Law Registrar's Office to release the specified information to the named recipients.