

Information Request Form for Law Students

Complete this form to request a letter of good standing and/or verification of enrollment. Law students who are applying to other degree programs at UH Mānoa may also use this form to request copies of undergraduate transcripts on file with the Law School to be sent to the other UH degree program.

Submit the signed and completed form to the Law Registrar's Office at lawreg@hawaii.edu. You must email the form from your UH email address to be processed. Please allow up to 7 business days to process your request.

First Name: _____ Last Name: _____

UH Email Address: _____

Select Program: _____

Select Class Year (JD Only): _____

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.

Signature: _____ Date: _____

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