

# UIC JOHN MARSHALL LAW SCHOOL



## Special Letter Request Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Law School email address: \_\_\_\_\_

### Special Letter to Verify *(check all that apply):*

- |                         |  |
|-------------------------|--|
| Date degree was awarded | Anticipated Graduation Date                                    |
| Program of study        | Tuition Reimbursement (includes: completed courses and grades) |
| Credit hours earned     | Indicate term(s) needed:                                       |
| GPA                     | Enrollment Verification  |
|                         | Other (indicate)   |

Please explain what information you need in the letter and any other special instructions:

Send letter to: Name/Business: \_\_\_\_\_

Email address: \_\_\_\_\_

Or Mailing Address: \_\_\_\_\_

Or I will pick up

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

I am providing my digital signature and authorization by checking this box and including my full name

Full Name: \_\_\_\_\_

Return the completed form to the Law School Registrar's Office: [AcademicServices@jmls.edu](mailto:AcademicServices@jmls.edu)

### Office Use Only

Law School Registrar's Office: Received Date

Processed Date

Initials