



Seattle University School of Law  
 Office of the Registrar  
 901 12<sup>th</sup> Ave, Sullivan Hall  
 P.O. Box 222000, Seattle WA 98122-1090  
 Phone: (206) 398-4150  
 Fax: (206) 398-4058  
 lawreg@seattleu.edu

# Transfer Packet Request

You must fill out this form for **each school** you are applying to as a transfer student. Please carefully review the documentation needed for the school(s) you are applying to. All documents are transmitted electronically; information about ordering Official Transcripts via Parchment can be found at the web address in the below Transcripts section or by emailing [lawreg@seattleu.edu](mailto:lawreg@seattleu.edu).

<b>Last Name</b>		<b>First Name</b>	
<b>Seattle U ID</b>	<b>Email</b>	<b>Phone</b>	

<b>School Name</b>
<b>Email Address</b>
<b>Address</b>

<b>Please check the following items to be transmitted to the school listed above</b>	
<b>Transcripts</b>	
Transcripts must be ordered via Parchment: <a href="https://www.parchment.com/u/registration/1612870/institution">https://www.parchment.com/u/registration/1612870/institution</a> When prompted, enter a direct email address rather than selecting a recipient via search.	
<b>Letter of Good Standing</b>	
Send a letter with academic standing and enrollment status	office use only
<b>Class Rank Letter</b>	
Send a Preliminary First Year Class Rank Letter when available in June	office use only
<b>LSAC Law School Report</b>	
Send a copy of the first page of my LSAC report	office use only
<b>Other Documents (please specify, attach any required forms)</b>	
	office use only

I give Seattle University School of Law permission to release these documents to the above named school. I give the Associate Dean for Student Development or designee permission to discuss my student record, including information on my character and fitness to practice law, with the above named school.

I agree to promptly inform the Associate Dean for Student Development if I accept a transfer admissions offer.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (Handwritten signature required, unless request submitted from a @seattleu.edu email address)

**\*\*\*RETURN THIS FORM TO THE LAW SCHOOL REGISTRAR\*\*\***



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# Transfer Packet Request

## When to use this form

Use this form in place of a regular document request form if you are applying to transfer to another law school. You must fill out a separate request for each school to which you apply.

## Understanding the Transfer Admissions Process

Every law school has a different admission process. It is your responsibility to understand the transfer-application school's admissions requirements and application process. It is particularly important to:

- **Know the documents required**

Most schools will require official transcripts, a letter of good standing, and many will require a class rank letter. If the transfer-application school requests a good standing letter that includes rank please request both a good standing letter and a class rank letter. The good standing letter will be sent immediately and the class rank letter will be sent when available.

- **Know the application deadline**

We will transmit transcripts within two business days of receiving the order. Letters of good standing and other documents will be sent within five business days. All documents will be transmitted electronically unless you arrange to pay for express shipping.

## Class Rank

Class rank information is not available until the Preliminary First Year Class Rank is completed in June. All first year students, including those who have applied to transfer, will be included in the Preliminary First Year Class Rank.

Students who accept an offer of admission from another law school are not included in the Final First Year Class Rank (released in September) but may request a letter indicating the final rank GPA ranges (top 10, 25, 50 and 75 percent).

## Reporting on character and fitness issues

Information on character and fitness to practice law may be discussed in your letter of good standing. If you have been accused of misconduct or academic dishonesty as a law student, we recommend that you make an appointment with the Associate Dean for Student Development before submitting this form.

## Keep us informed

We need accurate information on your status to plan for next semester's enrollment. By completing this form, you are notifying us of your application to transfer. If you accept an offer of admission, please inform the Associate Dean for Student Development, by email, as soon as possible.

There are no negative repercussions for completing a transfer packet request. You are welcome to remain registered for future terms until you are sure of your transfer decision. There is no impact on your registration preference, preliminary class ranking, or scholarship and financial aid awards. Transfer packet information is shared with retention committee members and student service staff on a need-to-know basis only.

## Charges

Transfer packets themselves do not cost anything. However, you are responsible for ordering transcripts via Parchment and paying the appropriate amount. If express shipping is necessary, additional charges will apply and should be communicated to the Registrar's Office upon submission of Transfer Packet Request.

## Additional documents

If the transfer-application school requests additional documents (excepting transcripts) after you submit this form, you may email [lawreg@seattleu.edu](mailto:lawreg@seattleu.edu) with the request. There are no additional charges and the signed release on the front of this form will apply to follow-up requests for six months.

## Documents not available for request

We will not release letters of recommendation or transcripts from other institutions.

## Revoking the release of documents

The release signed on the front of this form will remain in effect for six months from the signature date. If you wish to revoke the release before this date you must inform the Office of the Registrar by email.