



College of Law Registrar's Office | 201 FAMU Law Lane | Orlando, Florida 32801

Email: law.registrar@famu.edu

Fax: (407) 254-3221

Phone: 407-254-3279/3287

RECORDS LETTER REQUEST FORM

Instructions: Please complete all applicable information to ensure timely processing of your request. The records letter will be reported in accordance with the academic records as of the date prepared. **Letter request will be completed in approximately 3- 5 business days.**

STUDENT INFORMATION

Student Last Name		Student First Name	
Student ID Number		Student Phone Number	
Student Address:			
City and State:		Zip Code:	
Student FAMU Email Address:			

TYPE OF LETTER BEING REQUESTED

- Degree Verification Letter (JD conferral)
- Enrollment Verification Letter (Current Term enrollment dates, Full-Time or Part-Time)
- Good Academic Standing Letter for Transfer to another Law School
- Good Standing Letter for Visiting at another Law School
- Study Abroad
- Other Letter/Additional Information to be included

CONTACT INFORMATION

Provide the organization/contact name, mailing address and/or email address where the letter will be addressed.

1. _____ 2. _____

DELIVERY OPTIONS

- Mail to recipient listed above
- Email/Fax to recipient listed above
- Pick-up from Col Registrar's Office
- Send to my FAMU email address

Student's Consent

I authorize Florida A&M University to release the information indicated above.

Student's Signature _____ Date _____

Submit completed records letter request form to law.registrar@famu.edu