

# Enrollment Verification Request

Please return form to the Office of the Registrar  
3600 John McCormack Road, Suite 343  
Washington, DC 20064  
(202) 319-4004 fax  
Email to [schept@law.edu](mailto:schept@law.edu)

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

Student name while in attendance at CUA (Last, First, M.I.)

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student ID Number (alums may skip): \_\_\_\_\_

Contact number: \_\_\_\_\_

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

Date of Graduation: \_\_\_\_\_

Requestor Status:  Current student  Graduated or no-longer enrolled

---

**I am requesting a letter to verify current or past attendance. In this letter, please include:**

- Dates of current or past attendance
- Verification of good standing (*current students only*)
- Date of graduation or expected graduation
- Cumulative GPA
- Class rank
- Number of credits currently being taken
- Total number of credits completed
- LSAC Account Number
- LSAT Score. Please note: The Law School will not provide copies of a student or alum's LSAC report. This should be obtained directly from LSAC.

**I am requesting a Student Practice Form.**

Rule: \_\_\_\_ State: \_\_\_\_\_

**I am requesting an unofficial transcript to be used for a job application or related purpose.** To request an official transcript from the University Enrollment Services office, please visit <http://enrollmentservices.cua.edu/registration-and-records/transcripts.cfm>.

**I am requesting a copy of my Law School application.**

**I am requesting for the Law School to complete the attached form.**

---

**Please allow five business days for processing.**

- Pick up
- Send out request now.
- Hold request until semester grades are processed.
- Fax to: \_\_\_\_\_
- Email to: \_\_\_\_\_

Mail to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

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