

# Records Office Certification Request Form

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GWid ID or Social Security Number

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

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LAST NAME

FIRST NAME

M.I.

- The Records Office is *not* permitted to process forms for: MD *Pre-Legal*, CA, CO, CT, NY, TX *Certification of JD*, AND UT. For these forms, contact the University Registrar (Colonial Central 800 21<sup>st</sup> Street, Marvin Center Ground Floor).
- For IL and MA bar forms, please indicate your undergraduate degree, date awarded, and institution name in the notes section.
- If there is a HOLD on your account, your request cannot be processed until the hold is lifted by the appropriate campus office.
- The Records Office does not process unofficial/official transcripts. Please make these requests with the University Registrar.

## Request For:

- LETTER OF GOOD STANDING
- STATE BAR FORM (SPECIFY STATE): \_\_\_\_\_
- OTHER LETTER/FORM: \_\_\_\_\_

Please allow 5-6 business days for processing all certification requests.

## INSTRUCTIONS:

- WILL PICK UP IN RECORDS OFFICE
- FAX TO: \_\_\_\_\_
- MAIL TO ADDRESS BELOW:

(Address must be provided even if on attached documents.)

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## NOTES:

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date