

Records Office Certification Request Form

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SOCIAL SECURITY Number or GWid ID

E-mail: _____

Phone: _____

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LAST NAME

FIRST NAME

M.I.

- The Records Office is *not* permitted to process forms for: CO, CT, MD *Pre-Legal*, NH, NY, TX *Certification of JD*, AND UT. For these forms, contact the University Registrar (Rice Hall, 2121 I Street, Suite 101).
- For IL and MA bar forms, please indicate your undergraduate degree awarded/institution name.
- 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.

PLEASE PREPARE:

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

INSTRUCTIONS:

- WILL **PICK UP** IN RECORDS OFFICE (allow 3-4 days)
- FAX TO: _____
- MAIL** TO ADDRESS BELOW:

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NOTES:

Student Signature

Date