



245 WINTER STREET S.E.
SALEM, OR 97301

College of Law

REQUEST FOR LETTER OF STANDING

[Allow 3 working days for processing and 7-10 working days for U.S. mail.]

Student Name: _____

Signature: _____ **Date:** _____

YEAR: LAW I LAW II LAW III LLM

PURPOSE OF LETTER:

- Enrollment Verification Letter with class schedule
- Summer School
- Visiting at Another Institution
- Other (specify): _____
- Letter of Standing for Transfer First 4 letters at no charge; additional letters \$1/each. Cash/Check only.
[Payment Received: \$_____]

SEND TO:

| | | |
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| Company/ Institution: | | |
| Attention: | | |
| Mailing Address: | | |
| City, State, ZIP: | | |

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| City, State, ZIP: | | |

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| Company/ Institution: | | |
| Attention: | | |
| Mailing Address: | | |
| City, State, ZIP: | | |

CHECK APPLICABLE:

- I WILL PICK UP from Student Affairs.
- PLEASE MAIL. Email me when mailed.
- PLACE IN MY LAW BOX.
- ENCLOSE document(s): _____

***Payment due at time of request.**

Cash or Check Only.
Make checks payable to: "Willamette University"

Letters of Standing for Transfer include:

- 1) The letter of standing, with current semester class ranking if eligible;
- 2) a range form *Updated 06/2020*