UNIVERSITY of HAWAI'I at MĀNOA
WILLIAM S. RICHARDSON
SCHOOL OF LAW

Information Request Form for Alumni

This form is for William S. Richardson School of Law alumni. Complete this form to request a letter of good standing, verification of enrollment, and/or completion of a bar certification form.

Submit the signed and completed form to the Law Registrar's Office at lawreg@hawaii.edu. Please allow 7-10 business days to process your request.

First Name: _____ **Last Name:** _____

Email Address: _____

Graduation Month/Year: (e.g. 05/2012): _____ **Program** (e.g. JD, LLM)**:** _____

Name in Law School: _____ **UH ID/Username:** _____

(if different from the name above) (provide this information if available)

Type of Request: _____

If other, please specify your request: _____

For letters of good standing and/or verification of enrollment requests, note any special instructions regarding specific information or language that must be included in the letter.

e.g. enrollment dates; class rank; date of graduation, etc.

For bar certification, please indicate if you are sitting for the exam or completing a score transfer or other admission on motion/reciprocity).

Reason for Request:

When do you need this by?: _____

Please provide the anticipated date which the request should be completed by.

To Whom Should the Letter be Addressed: _____

(e.g. Dean Nelson; Mr. Rogers; To Whom It May Concern)

Recipient's Address: Address to which the letter should be addressed

Organization Name: _____

Address Line 1: _____

Address Line 2: _____

City, State, Zip Code: _____ **Country:** _____

Email Address to Send the Letter: _____

During this time, we are only emailing letters. If you require the letter to be mailed, please notify us by email at lawreg@hawaii.edu.

Signature: _____ **Date:** _____

By signing this form, I give permission to the Law Registrar's Office to release the specified information to the named recipients.