

Today's Date\_\_\_\_\_

## **LETTER OF GOOD STANDING Request Form**

Name (family name, first name): \_\_\_\_\_ Male / Female

Date of Birth:\_\_\_\_\_ email (\*\*@case.edu):\_\_\_\_\_

Degree Sought:\_\_\_\_\_ Department:\_\_\_\_\_

Registering for Next Semester? Y / N

SPECIAL STATEMENT (such as date of grad, major, or degree included or 2 copies needed)

---

---

**Note:** Your request takes approximately 5 business days. You will receive an email when your letter is ready and you may visit the office in-person during walk-in hours to pick it up.