

ULM REGISTRAR'S OFFICE

Letter of Good Standing Request

Complete, print, and sign this form. Submit to Registrar's Office via US mail (ULM Registrar's Office, 700 University Avenue, Monroe LA 71209), in person (Sandel Hall 217), or scan/email to transcripts@ulm.edu.

1. Name

Last

First

Middle

Address

Number and Street

City

State

ZIP Code

Campus-Wide ID

Birth Date

Daytime Telephone Number

E-mail Address

2. When would you like this letter processed?

now

after grades are posted for the current term

3. How would you like for us to process your *letter of good standing*?

I will pick it up in person by presenting a picture ID. I understand that the letter must remain sealed in its original envelope to be considered *official* by a third party recipient.

Please mail to the following address:

Recipient's Name

Number and Street

City/State/ZIP Code

4. Please affix your original signature below (required); digital signature not accepted.

Signature

Date