



EDUCATING THE COMPLETE LAWYER

Office of the Registrar

TRANSFER APPLICATION REQUEST

- Complete and submit form to lawregistrar@udmercy.edu
- Handwritten signature (not electronic) is required
- Processing requires 2 business days
- The following processing fees apply and are due upon submission of transfer application form:
First Five Transfer Requests – Free of Charge **Each Additional Request** – \$20
- Official academic transcript must be separately requested through the University's Office of the Registrar
- If you intend to transfer out, you must notify the School of Law Registrar in writing. The communication must contain name, ID number, reason for withdrawal, date of withdrawal, and the name of the institution to which you are transferring. Upon receipt of this communication, your student file will be closed.

Student Name		T Student ID Number
Email	Phone Number	First Term Attended Detroit Mercy Law

Please state your reason(s) for applying to transfer to another law school:

Please list in priority order the schools to which you are applying to transfer and check the documentation each requires. Complete an additional form to list additional schools.

School Name, Address/Email	Letter of Good Standing	Letter with Class Rank

Student Signature (required for processing)	Date
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For office use only

Approved by: _____ Date: _____
Denied by: _____ Date: _____ Student Notified: ☐ Yes ☐ No