

# CARDOZO LAW

BENJAMIN N. CARDOZO SCHOOL OF LAW • YESHIVA UNIVERSITY

## Office of the Registrar - GENERAL REQUEST FORM

**Students should use this form for any special requests (i.e. letters, copies of student files, forms, etc). The typical processing time is 2-3 business days. The document(s) can be mailed, emailed or held for pick-up. Students picking up their documents will be required to show a picture ID (driver's license or student ID).**

**Please submit all requests via email to [cardozoregistrar@yu.edu](mailto:cardozoregistrar@yu.edu)**

Name: \_\_\_\_\_ Student I.D #: \_\_\_\_\_

Address: \_\_\_\_\_  
Number & Street                      City                      State                      Zip Code

Email: \_\_\_\_\_ Phone #: (    ) \_\_\_\_\_

Candidate for:    JD            LLM            JSD

Please include the details of your request below. If you are requesting a letter, please confirm the information you would like included in the letter. Please indicate whether the document(s) will be picked up, mailed, or emailed and include all pertinent contact information (if different from above).

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**For Office Use Only – Do Not Write Below This Line**

**Processed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_