



# Letter of Good Standing Request Form

## Office of the Registrar

You may request a letter of good standing for any reason and at any time during your enrollment at CHSU College of Osteopathic Medicine. Letters of good standing can be requested for VSLO/VSAS applications, 3<sup>rd</sup> year clerkships, scholarships, away electives, etc.

Please complete this form in its entirety, sign and date the form and submit to the Office of the Registrar either by email at [registrar@chsu.edu](mailto:registrar@chsu.edu) or in person. Allow 3-5 business days to process your request.

### REQUESTED BY:

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_  
*(Enter your full name)*

CHSU Email: \_\_\_\_\_ COM Class of: \_\_\_\_\_

### PURPOSE OF LETTER:

- VSLO/VSAS Application *(your letter of good standing will be uploaded to VSLO automatically)*
- ERAS Application *(your letter of good standing will be uploaded to ERAS automatically)*
- Employer/Place of Residency Request
- Other (please specify): \_\_\_\_\_

### CONTACT INFORMATION

Provide the organization(s)/contact name, mailing address, and/or email address where the letter will be addressed.

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| _____    | _____    |
| _____    | _____    |
| _____    | _____    |

### ADDITIONAL INSTRUCTIONS

A standard letter of good standing includes the following information: 1). that you are enrolled at CHSU; 2). your program; 3). your anticipated date of graduation and degree conferral; 4). whether you are in good academic standing; 5). whether you have been subject to any disciplinary action during your time of enrollment. If you require any additional information to be included in your letter, please list that here:

\_\_\_\_\_

### DELIVERY OPTIONS *(check all that apply)*

- Mail to the recipient(s) listed above
- E-mail to the recipient(s) listed above
- Upload to VSLO or ERAS application
- Send to me at the following e-mail address: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Requires a wet signature)*

Date processed in OR: \_\_\_\_\_