



# Academic Record Request

MSU College of Law ♦ Office of the Registrar ♦ 648 N. Shaw Lane, Rm. 309, East Lansing, MI 48824

Phone Number: 517-432-6820 ♦ Fax Number: 517-432-6821 ♦ Email: [regist@law.msu.edu](mailto:regist@law.msu.edu)

Print Name: \_\_\_\_\_ Student Number/SSN: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Level:  J.D.       LL.M./M.J.       Guest      Last Term of Attendance (alums only): \_\_\_\_\_

I hereby request the following document(s):

**Official Transcript**; Quantity: \_\_\_\_\_       **Unofficial Transcript**; Quantity: \_\_\_\_\_

Hold Transcript(s) for Semester Final Grades

**Letter of Good Standing**; Quantity: \_\_\_\_\_       **Class Rank Letter**; Quantity: \_\_\_\_\_

**Summary/Front Page of LSAT Report**; Quantity: \_\_\_\_\_       **Entire LSAT Report**; Quantity: \_\_\_\_\_

**Semester Enrollment Verification Letter**; Quantity: \_\_\_\_\_ and Semester of Verification: \_\_\_\_\_

**Proof of Graduation Letter** (date of graduation is printed on transcript); Quantity: \_\_\_\_\_

**Other Document(s)**: \_\_\_\_\_; Quantity: \_\_\_\_\_

Please select one method for you or a third-party to receive the requested documents above:

Student/alum will pick up at MSU College of Law.       Send via USPS First Class mail to the recipient below.

Send via email or fax to the recipient below. **Official transcripts and documents cannot be emailed or faxed.**

Send via UPS/DHL Overnight to the recipient below and I have completed the credit card information on the backside of this form. **Requests to be sent via UPS/DHL Overnight without credit card information will not be processed.**

Please send the requested documents above to the following recipient:

Recipient Name (required): \_\_\_\_\_

Address (if applicable): \_\_\_\_\_

Email address (if applicable): \_\_\_\_\_ Fax Number (if applicable): \_\_\_\_\_

This form may be submitted via mail, fax, email, and in person to the address listed at the top of this form. **The Registrar's Office requires at least 24-48 hours to process all requests.** If your record has a HOLD, no transcript can be issued until the HOLD has been cleared. Student records are confidential and documents are produced only upon written request of the student. **Electronic signatures are not accepted.**

Student/Alum Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY: Staff Initials: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Mailed: \_\_\_\_\_ Updated 7/13/17  
I:\RO Forms\Academic Record Request Form.docx



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**ONLY FILL OUT THIS INFORMATION IF YOU ARE REQUESTING YOUR DOCUMENTS BE SENT VIA UPS/DHL OVERNIGHT:**

**I understand that my credit/debit card will be charged standard UPS/DHL overnight rates. It is highly recommended that credit card information not be emailed. Please fax, mail, or submit the form in person.**

### Credit card information:

Visa  Master Card  Discover  American Express

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

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