



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

Print Name: _____ Student Number: _____

Email Address: _____ Phone Number: _____

Level: ☐ J.D. ☐ LL.M./M.J. ☐ Guest Last Term of Attendance (alumni only): _____

I hereby request the following document(s):

- ☐ 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: _____
- ☐ Detroit College of Law Transcript (Graduates prior to 1994); Quantity: _____

Order Transcripts online (**only graduates 1994 – current**): <https://reg.msu.edu/Transcripts/Transcript.aspx>

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

- ☐ Send via USPS First Class mail to the recipient below.
- ☐ Send via email or fax to the recipient below.

Please send the requested documents above to the following recipient:

Recipient Name (required): _____

Address (if applicable): _____

Email address (if applicable): _____ Fax Number (if applicable): _____

The Law Registrar's Office requires at least 24-48 hours to process all requests.

Student/Alumnus Signature: _____ Date: _____