



## **Amendment to Law School Application/Update Student File Requests**

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)

Students are solely responsible for ensuring that the information they submitted on their law school application and the information in their student file matches the information submitted on the Bar exam application.

You “amend” your law student application if there was an omission of information that should have been included at the time you applied to law school. You “update” your file if an event occurred after submitting your law school application.

You must submit an explanation in proper letter format addressed to the Senior Associate Dean for Academic Affairs, located on the 3rd floor, Room 318.

Justin Simard  
Professor of Law and  
Associate Dean for Academic Affairs  
MSU College of Law  
648 N. Shaw Lane, Room 318  
East Lansing, MI 48824-1300

1. If you are amending your application, provide the explanation of why the incident was not included in your original application.
2. Provide as many details, and/or documentation, of the incident(s). Be as specific as you can.
3. State if a copy of the amendment/update needs to be submitted to a State Bar.
  - a. Provide the address/email/fax number for submission.
4. Include your PID/student number AND your signature.
5. You can submit the letter via email [simardju@law.msu.edu](mailto:simardju@law.msu.edu).