



# LL.M. Externship Request Form

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 First & Last Name (Surname): \_\_\_\_\_ PID: \_\_\_\_\_

MSU Email Address: \_\_\_\_\_@msu.edu Phone Number: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_ Level:  LL.M.

Externship Semester: Fall 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_

Is this a 3-credit externship?  Yes  No

Are you planning to take a bar exam?  Yes  No

Externship Title: \_\_\_\_\_ Location: \_\_\_\_\_

An externship site must provide students with substantial lawyering experience primarily to benefit the student. Students must perform legal tasks such as research, analysis, investigation, counseling, or legal writing. Students may not receive academic credit for positions that consist primarily of clerical activities. Non-legal clerical or other tasks should be kept to a minimum.

**Keeping this in mind, please provide a short description detailing how the externship will complement the academic goals of your degree:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Assistant Dean for Student and Academic Affairs must sign this form before the Externship Director.

**Note:** this form **does not** replace the externship application. As such, it is important to complete this request form well before the externship application deadline in order to account for processing time.

I understand that the Law Registrar’s Office requires at least 24-48 hours to process all requests.

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

Assistant Dean for Student and Academic Affairs: \_\_\_\_\_ Date: \_\_\_\_\_

Externship Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_