



# 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: \_\_\_\_\_

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):

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

**TRANSCRIPTS:** Transcripts should be ordered online: <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): \_\_\_\_\_

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

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

I:\RO Forms\Academic Record Request Form.docx  
**OFFICE USE ONLY:** Staff Initials: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Mailed: \_\_\_\_\_ **Updated 12/8/2021**