



School of Law

STUDENT INFORMATION REQUEST FORM

(Please print clearly, otherwise your form will not be processed)

Name: _____
(Last) (First) (M)

USC ID: _____ Current classification: ___1L ___2L ___3L

Telephone: ____/____/____ Email: _____@email.sc.edu

Check REQUESTING ITEM(S):

Copy of incident report

Copy of law school application

Viewing application including amendments submitted after being admitted. (in office only)

Form(s): Please attach any forms that requires to be completed by the Office of Law Registrar.

Letter(s) for:

- ☐ Good Standing
- ☐ Certifying current GPA and class standing
- ☐ Certifying anticipated date of graduation or date of graduation
- ☐ Enrollment Verification Note: Letter will be available after the drop/add date each semester and is also available on SSC.

Other: _____

NOTE: Our letters are not generic. Therefore, you must provide the name and address of who requested that you provide an official letter below:

Attention: _____ Company Name: _____

Street Address: _____ City, State, Zip: _____

Method of Delivery:

- ☐ Pick up from law registrar's office
- ☐ Email address of recipient: _____ Name of recipient: _____
- ☐ Fax: ATTN: _____ Fax Number: ____/____/____
- ☐ Mail (provide address if different from above):

ATTN: _____

The information you requested will be processed and available via your delivery method choice after 2pm the next business day.

Signature _____

Date _____

For Office Use Only

Processed By: _____

Date Received: _____

Date Delivered: _____