UNIVERSITY OF
South Carolina

School of Law

STUDENT INFORMATION REQUEST FORM

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

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

VIP ID: _____ **Current classification:** ___1L ___2L ___3L

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

Check REQUESTING ITEM(S):

- ☐ Copy of CAS report cover page
- ☐ 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: _____

Revised: 02/3/2022