# ALUMNI INFORMATION REQUEST FORM

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

**Name** _____ _____ ____
(Last) (First) (MI)

**Student ID Number** _____/_____/_____ **Graduation Date** _____

**Telephone** _____/_____/_____ **E-mail** _____(please print clearly)

## PART I. Check REQUESTING ITEM(S):

_____ Final class rank (**DO NOT FILL IN** - _____ out of _____ based on ____ . _____ CGPA)

_____ Copy of LSDAS report cover page **($1.00 cash or check made payable to USC School of Law; cannot be sent via email)**

_____ Copy of law school application **($1.00 per page cash or check made payable to USC School of Law cannot be sent via email) NOTE: Office personnel will call with total cost after receiving signed request. Copy will not be sent until payment has been received**.

_____ Other Explain: _____

**Letter** (no charge & cannot be sent via email):
_____Certifying final GPA and class standing **OR** _____Certifying date of graduation

**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:** _____

**For an official law transcript, contact the University Registrar at 803-777-5555.**

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## PART II. Choose METHOD OF DELIVERY

_____ E-mail (**GPA and/or class rank only**)

_____ Fax: ATTN: _____ FAX NUMBER _____/_____/_____

_____ Mail **(provide address if different from above):**

**ATTN**: _____ _____ _____

_____ Pick up from law registrar's office

Please mail the signed form to: **Office of the Law Registrar/Academic Services, USC School of Law, Columbia, SC 29208**; or fax to: 803-777-1930.

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

_____ _____
**Signature** **Date**

Revised 01/30/2012