



FOR OFFICE USE ONLY:

9.20.17

Received: _____

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Student File Content Request Form

Office of Admissions and Student Records ♦ Room 202 ♦ Baton Rouge, LA 70803
Phone: 225-578-8646 ♦ Fax 225-578-8647

(Allow 24 to 48 hours to process your request)

PLEASE PRINT LEGIBLY

Name (as it appears on Law Center record): _____

LSU Student ID number (or SSN): _____ Date of birth: _____

Phone Number: _____

Email Address: _____

Date of last attendance: _____ Year enrolled: _____

- Copy of LSU Law School Application
- Copy of the first page of LSDAS/CAS Report
- Other: _____

****Please note: We DO NOT make copies of any undergraduate or graduate transcripts in student's file****

Documents will be picked up in the Office of Student Records.

Documents should be mailed to:

I understand that the contents of my file will not be issued until all financial obligations to the University are cleared.

Signature

Date

Time

Pursuant to Federal Law 93-880, this personal information is transferred only on the condition that you will not permit any other party to have access to such information without the written consent of the student. Having so transferred such information, Paul M. Hebert Law Center and Louisiana State University disclaims further responsibility.