



**Request of Release of Information from Student File**

Students should submit a written request to the Registrar's Office that identifies the record(s) they wish to inspect. The Registrar's Office will make arrangements for access and notify the student of the time and place where the record(s) may be inspected. Students will be required to show a photo ID when viewing the record(s). Please allow 2-3 business days for processing.

**STUDENT INFORMATION**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Former Name(s): \_\_\_\_\_ Student ID No: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Current Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

I, \_\_\_\_\_, authorize the MSU Registrar's Office to copy and release the  
(first and last name – please print)  
following information from my student file:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I will pick up the above information from the Registrar's Office.

\_\_\_\_\_ Send the above information to the address listed below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student signature (electronic signatures not accepted)

\_\_\_\_\_  
Date