



SOUTHWESTERN LAW SCHOOL

3050 Wilshire Boulevard • Los Angeles, CA 90010-1106

T: 213.738.6734 / E: registrar@swlaw.edu
www.swlaw.edu/studentservices/registrar

INFORMATION REQUEST FORM

INFORMATION REQUEST IS FOR THE FOLLOWING PURPOSE (S):

- _____ Enrollment Verification (loan deferment, insurance)
 - _____ File Information (copy of application, view paperwork in student file)
 - _____ Rank Letter
 - _____ Other _____
-

Please note, Enrollment verifications without a recipient address will not be considered an official document, and will not display the school seal. Unofficial enrollment verification documents will be stamped, **“Issued to Student”**.

Normally five (5) working days are required for processing requests, except at peak periods when more time is needed.

INFORMATION REQUESTS ARE PROCESSED ON A FIRST-COME FIRST-SERVE BASES.

STUDENT INFORMATION:

LETTER TO BE ADDRESSED TO:

Name: _____

Business Name: _____

Student ID: _____

Attn: _____

Anticipated Degree Date: _____

Address: _____

Hold for pick-up: _____ Mail: _____

City: _____ State: _____ Zip: _____

Signature: _____

Date: _____

Processed by: _____

Date completed: _____

Original: Student File

Pink: Student