



CERTIFICATION REQUEST FORM – STUDENT

Students may request enrollment verification certificates through StuInfo. In addition, MSU processes transcripts for students free of charge. Students are encouraged to utilize these resources. If additional information is required, complete this certification request form and return it to:

Office of the Registrar
Michigan State University
Hannah Administration Building
426 Auditorium Road, Room 150
East Lansing, MI 48824-2603

Faxed requests may be directed to (517) 432-3347

Name: _____ Date: _____

Student PID: _____

Phone Number: _____ Email: _____

Reason for Request:

Disciplinary Records Required

Academic Integrity/Dishonesty Records Required

Other Additional Information Required (Please Identify) _____

Special Instructions/Attachments: _____

Organization Name: _____

Student Signature: _____

(Certification requests will not be processed without student signature)

Mail to Address:

City: _____ State: _____ Zip: _____

***Most certification requests will be mailed within two business days. Allow extra time for complex requests.

For Office Use: Date Mailed _____