

**COLLEGE OF LAW REGISTRAR  
UNIVERSITY OF CINCINNATI**

**Instructions for Completing Student Request Form**

You may print out a blank form in PDF format and complete it manually or you may complete the text fields of the PDF form using Adobe Acrobat Reader.

***Completing paper copy form:*** If you choose to print out a blank form, please print all required information legibly, sign the form and return it to the address listed below.

***Completing digital form:*** To fill out the text fields of the PDF form using Adobe Acrobat Reader, take the following steps: select the Hand Tool, then click the mouse button. When you click, a blinking I-beam cursor will appear, indicating text can be added by typing on your keyboard. To navigate to the next field for more text entry, you can either click in the next field or tab to the next field.

When you have completed entering information in all of the text fields, you should *save* the filled-out PDF form under a new name so that you can reuse the original form in the event an error was made. Then print the completed PDF form, sign it and return it to the address listed below.

*Please note:* Digital signatures are *not allowed*. You must manually sign the form.

College of Law Registrar  
University of Cincinnati College of Law  
Clifton Avenue & Calhoun Street, Room 201N  
PO Box 210040  
Cincinnati, OH 45221-0040  
v: 513-556-0070 f: 513-556-5777 e: [stroussa@uc.edu](mailto:stroussa@uc.edu)

# UNIVERSITY OF CINCINNATI COLLEGE OF LAW

## Student Request Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Year: (mark one) Work Phone: \_\_\_\_\_

1L  2L  3L  Special

Email: \_\_\_\_\_

I REQUEST THAT

REASONS FOR REQUEST:

ACTION ON REQUEST NECESSARY BY: \_\_\_\_\_  
(insert date)

\_\_\_\_\_  
Student Signature

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ACTION ON REQUEST:

DATE

For the College of Law

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