

**MICHIGAN STATE**  
**UNIVERSITY**  
**COLLEGE OF LAW**

**Amendment to Law School Application/Update Student File Requests**

Students are solely responsible for ensuring that the information they submitted on their law school application and the information in their student file matches the information submitted on the Bar exam application.

You “amend” your law student application if there was an omission of information that should have been included at the time you applied to law school. You “update” your file if an event occurred after submitting your law school application.

You must submit an explanation in proper letter format addressed to the Vice Dean for Academic Affairs, located in the Dean’s Suite, Room 368.

Kristi Bowman  
Vice Dean for Academic Affairs and Professor  
MSU College of Law  
648 N. Shaw Lane, Room 368  
East Lansing, MI 48824-1300

1. If you are amending your application, provide the explanation of why the incident was not included in your original application.
2. Provide as many details, and/or documentation, of the incident(s). Be as specific as you can.
3. State if a copy of the amendment/update needs to be submitted to a State Bar.
  - a. Provide the address/email/fax number for submission.
4. Include your PID/student number AND your signature.
5. You can submit the letter via email ([klbowman@law.msu.edu](mailto:klbowman@law.msu.edu)), fax (517-432-6801) or in person (Room 368).