

MSPE Request Form

Student Information

Name: _____ Liberty Student ID: _____
 Previous Name: _____ Date of Birth (mm/dd/yy): ____/____/____
 Email: _____ Phone Number: (____) ____-_____

Request Information

Current Student Options:

- Upload to:

 Other:

Alumni Options:

- Mail to below address
 Attn: _____
 Address: _____

Authorization

Student's Signature: _____ **Date:** _____

**In compliance with FERPA, by signing this form you give your written consent and authorize the LUCOM Registrar's Office to release your MSPE to the designated person or organization listed above, and you agree to the applicable charges.*

Additional Information

- **Submit Request(s) to:** College of Osteopathic Medicine, Registrar's Office, 306 Liberty View Lane, Lynchburg, VA 24502 · Fax (434)582-3902 · lucomregistrar@liberty.edu
 If applicable, include a check or money order payable to "Liberty University." If FedEx Overnight* delivery is requested, a shipping charge of \$20 should be added to order. *FedEx will not accept Post Office Box and APO addresses. *\$20 shipping charge only applies to US & Canada addresses. If an international delivery is necessary, please contact the LUCOM Registrar's Office.
- **Cost:** First 10 requested LUCOM MSPEs are free and \$5 per copy afterwards. Payment with credit/debit card is accepted. Please call (434) 592-5200 to use this payment method. Sending an MSPE to more than one location counts as more than one request.
- The Medical Student Performance Evaluation (MSPE) is a formal letter of objective evaluation summarizing the levels of accomplishment a student has achieved during medical school. The MSPE provides a succinct chronology of the student's entry and progress through medical school, including preclinical and clinical rotation records (including preceptor comments), noteworthy characteristics, commentary on the student's professional performance while in medical school, and the student's class rank (if applicable).
- Students may be permitted to review their MSPE prior to it being uploaded or sent. Students can only view their MSPE in the Office of the Registrar. To schedule a review, please contact the Office of the Registrar via [email](mailto:registrar@liberty.edu).
- Allow 3-5 business days for processing.

Registrar's Use Only

Processed By: _____ Date: _____