

Release Form

The Family Educational Rights and Privacy Act ("FERPA") is a federal law that gives students in higher education various rights with respect to their education records. As a general rule, Rutgers may not disclose "personally identifiable information" from your education records to anyone outside of the University without your prior written consent.

You may use this form to authorize the University to release your student educational records to third parties, including parents and/or guardians. However, completion of the form must be witnessed by either a notary public or an authorized representative of the University's Student Accounting Office or Registrar's Office.

If you wish to return this form by postal mail, it must be notarized and sent to the following address: Registrar's Office, Attn: University Recorder, Administrative Services Building, 65 Davidson Road, Room 200-L, Busch Campus, Piscataway, NJ 08854-8096.

If you would prefer to complete this form in person, please bring this form, along with 2 forms of ID, to the Student Accounting Office located in Records Hall on College Avenue Campus, or to the Registrar's Office located in ASB on Busch Campus.

I, _____, hereby authorize _____
(name of office/department
which is custodian of record)

to disclose, make accessible and furnish the following information upon request:

- Official Transcript
- Financial Aid Record(s)
- Judicial Affairs File(s) (College or University)
- Student Accounts Information
- Deans of Students Office File(s)
- Residence Life File(s)
- Other (Description: _____)

All of My Records

to _____ at _____
(to whom records are to be released) (address)

These records will be used for the purpose of _____.

This release shall be effective until _____ unless revoked in writing by me.
(date)

_____/_____/_____
(signature) (student identification #) (date)

State of New Jersey, County of _____

The foregoing "Release Form" was acknowledged before me by _____,
this _____ day of _____, _____.

ss:

Witness my hand and official seal: _____

My commission expires on _____.