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 __________________________.