

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.

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) - -
RUID # (date)

NOTARY

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 _____

WITNESS:

SCHOOL OFFICIAL: _____ SIGNATURE: _____
(PRINT NAME)

DATE: _____

New Brunswick Campus
Administrative Services Building
65 Davidson Road Room 200L
Piscataway, NJ 08854-8096
Phone Number: (732) 445-3536
FAX Number: (732) 445-5948
Verifications: (732) 445-3220
<http://nbregistrar.rutgers.edu/>

Camden Campus
Armitage Hall
311 North 5th Street
Camden, NJ 08102-1499
Phone Number: (856) 225-6053
FAX Number: (856) 225-6453
Verifications: (856) 225-6053
<http://registrar.camden.rutgers.edu/>

Newark Campus
249 University Avenue
University Heights - Blumenthal
Hall Newark, NJ 07102-9286
Phone Number: (973) 353-5324
FAX Number: (973) 353-1357
Verifications: (973) 353-5324
<http://registrar.newark.rutgers.edu/>