



Office of Financial Aid

FERPA 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 the Office of Financial Aid (student name, printed)

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.

Signatures

Student Signature Date RUID or A number

Notary's Certificate of Acknowledgment

(This section is only required if the student is not signing the form in the presence of the Financial Aid Office Staff - Proper ID required.)

State of _____

City / County of _____

On _____, before me, _____ Date Notary's Name

personally appeared, _____, and provided to me Printed name of signer

on basis of satisfactory evidence of identification _____ Type of government-issued ID provided

to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal:

Notary signature
My commission expires on _____ Date

Office of Financial Aid Witness:

Print Name Signature Date

Return this form to your regional Office of Financial Aid.

For office hours and locations, visit:

financialaid.rutgers.edu/contact

For internal use only: this form is valid for AY 16/17 and 17/18