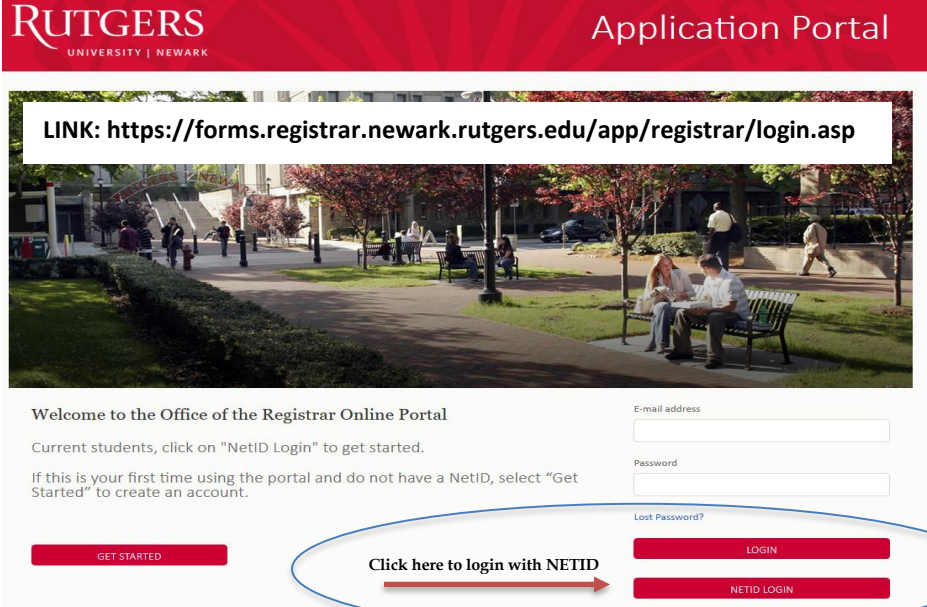
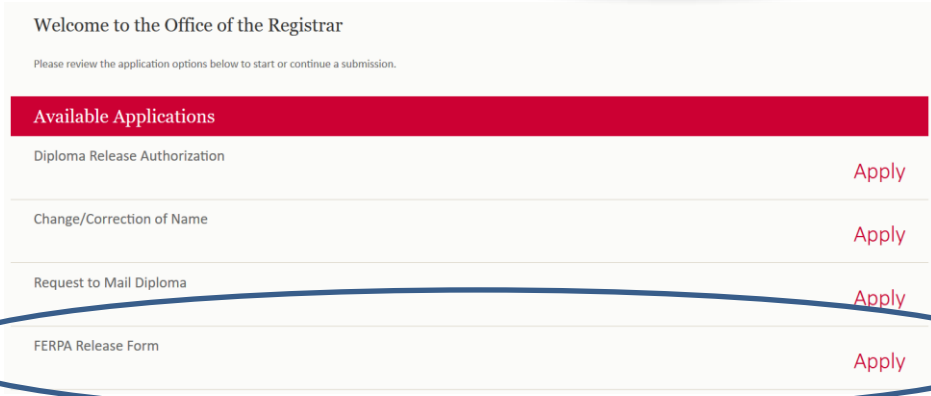



## FERPA Release Form Step-by-Step Instructions on How to Submit a Request

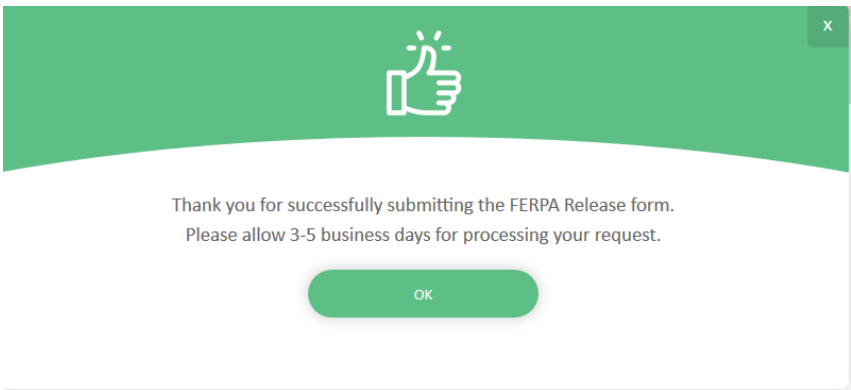
If you are filling out a form for both parents, please complete 2 separate requests.

You may request up to 5 authorized individuals.

<p>1.</p>	<p><i>Current students only</i> login with their NETID and password to:</p> <p><a href="#">Office of the Registrar Forms Portal</a></p>	
<p>2.</p>	<p>Click on <i>Apply</i> to start the submission of the FERPA Release Form.</p>	
<p>3.</p>	<p>The FERPA policy is available to read at the start of the application.</p> <p>This FERPA Release is for current Rutgers University-Newark Students only.</p>	<p><u><a href="#">FERPA Release Form</a></u></p> <p>The Family Educational Rights and Privacy Act (FERPA) is a federal law that gives students various rights with respect to their educational records. Under FERPA, you have the right to inspect and review your educational records, the right to request amendment of records you believe are inaccurate or misleading, and the right to prevent disclosure of information from your educational records without your prior consent, subject to some specific exceptions.</p> <p><b>If you wish to authorize the release of records held by any of the departments listed below, please complete this application form.</b></p> <p><b>* Indicates required field</b></p> <p><b>This form is for currently enrolled Rutgers University-Newark students.</b></p>

4.	<p>Select the record type(s) that will be authorized for Rutgers University to disclose upon your request.</p>	<p>Please choose the record type(s) that will be authorized for Rutgers University to disclose upon your request. *</p> <div> <input type="checkbox"/> Academic Transcript  <input type="checkbox"/> Financial Aid Record(s)  <input type="checkbox"/> Judicial Affairs File(s) (College or University)  <input type="checkbox"/> Office of Academic Services (Select School of Enrollment)  <input type="checkbox"/> Student Accounts Information (must select one or more)  <input type="checkbox"/> Residence Life Files(s)  <input type="checkbox"/> Other-Excluding Student Health (Description of Department):  <input type="checkbox"/> Office of Student Affairs         </div> <p>OR:</p> <div> <input type="checkbox"/> All of the above records (Selection of School of Enrollment is Required under "Office of Academic Services" above)         </div>
5.	<p>What is your relationship to the person you are authorizing to view your record(s)?  <i>Select one from the drop down list</i></p>	<p>Relationship to Student? *</p> <div> <input type="text" value="Please select option"/> </div> <div> <input type="text" value="Parent/Guardian"/>  <input type="text" value="Spouse"/>  <input type="text" value="Employer"/>  <input type="text" value="Other"/> </div>
6.	<p>Provide the full name and address of the person you are authorizing to release your record type(s) to  <i>(Only enter 1 person, if you need to indicate 2 people, fill out a separate request for each person)</i></p>	<p>Full Name *</p> <div> <input type="text" value="Only 1 person per request, fill out another request for a 2nd person"/> </div> <p>Address1 *</p> <div> <input type="text"/> </div> <p>Address2</p> <div> <input type="text"/> </div> <p>Country *</p> <div> <input type="text" value="United States"/> </div> <p>City *</p> <div> <input type="text"/> </div> <p>State *</p> <div> <input type="text" value="Select State"/> </div> <p>Zip/Postal Code *</p> <div> <input type="text"/> </div>
7.	<p>Select the purpose these record(s) will be used for          (Check all that apply)</p>	<p>Please note the purpose these records will be used for (check all that apply): *</p> <div> <input type="checkbox"/> Parental Notification  <input type="checkbox"/> Scholarships  <input type="checkbox"/> Other         </div> <div> <input type="checkbox"/> Financial Aid  <input type="checkbox"/> Letter of Recommendation         </div>

8.	<p>When should this FERPA release be effective until (i.e. expiration date)?</p> <p><i>Note: The date can be your expected graduation date</i></p>	<p>This release shall be effective until the following "expiration" date (example: Expected Graduation Date), unless revoked in writing by me: *</p> <div data-bbox="540 193 1344 243"> <div>Month</div> <div>▼</div> <div>Day</div> <div>▼</div> <div>Year</div> <div>▼</div> </div> <p>Please make sure the date is valid. You may also revoke the FERPA release by emailing <a href="mailto:ferparun@newark.rutgers.edu">ferparun@newark.rutgers.edu</a>.</p>
9.	<p>Enter a 4 digit FERPA pin. This is a secret code to be used by the person authorized to access your record(s).</p>	<div data-bbox="557 464 862 678"> <p>PIN Number *</p> <div></div> </div> <p>For Security Reasons, it's highly recommended <u>not</u> to use any part of your date of birth, social security number, or RUID#.</p>
10.	<p>Answer <i>yes or no</i> to the following 2 questions</p>	<div data-bbox="548 846 1442 913"> <p>Are you a student or resident from the European Union? *</p> </div> <div data-bbox="548 930 1479 997"> <p>Are you currently or are you planning to study abroad in Europe? *</p> </div>
11.	<p>Select <i>Continue</i> and review your application.</p>	<p>If you select the following in the application:</p> <p><b>Continue</b> – This will proceed to the next steps of completing the request</p> <p><b>Cancel</b> – This will cancel the entire application and delete everything that's been entered</p> <p><b>Save As Draft</b> – This will save your application for 30 days. You must return and complete the application within your time period to submit your request.</p>
12.	<p>Review application and read the Terms and Conditions</p>	<p>After reviewing your application, read the Terms and Conditions:</p> <p>-If you selected Financial Aid as a record type, click on <u><a href="#">DocuSign Confirmation</a></u> (only click once and wait a few seconds until it opens the DocuSign form)</p> <p>In compliance with Title IV* financial aid funds, you will need to authorize Rutgers University to disclose information to a Third Party.</p> <p><i>*Title IV funds are financial aid you may receive in your financial aid package from the University and include Federal Pell Grant, Federal Supplemental Education Opportunity Grant (SEOG), Federal Perkins Loan, Federal Direct Loan Program (Stafford Subsidized and Stafford Unsubsidized, Parent PLUS Loan, Graduate Plus Loan), and Federal Work Study Program.</i></p> <p>-When DocuSign opens in another window, review and electronically sign the document by clicking <u><a href="#">Sign</a></u> and then <u><a href="#">Finish</a></u> (top right hand side of screen):</p> <div data-bbox="816 1885 1029 1974">  </div> <div data-bbox="1289 1934 1429 1971"> <p>January 21, 2019 5:13:56 PM Date</p> </div>

13.	After Docusign is completed, a pop up confirmation window will appear	
14.	A confirmation will be sent to your email address that your FERPA Release has been submitted	<div data-bbox="544 546 917 598"> <p>FERPA Release Form</p> <p>FERPA Release Form #5 submitted on January 21, 2019</p> </div> <div data-bbox="544 609 690 640"> <p>FERPA Release Form</p> </div> <p>After a request has been successfully sent, the portal will update your application to <i>Submitted</i>.</p> <p>If you would like to request another FERPA release, another application will appear (click on Apply), if not, you can leave it alone.</p>
15.	Please allow 3-5 business days to process.	<p><i>An <u>approved email</u> will be sent to your Rutgers email confirming the FERPA Release Request has been processed.</i></p> <p>If you have any questions, you may always send us a message in the portal:  <a href="https://forms.registrar.newark.rutgers.edu/app/registrar/login.asp">https://forms.registrar.newark.rutgers.edu/app/registrar/login.asp</a></p>