



**FERPA RELEASE FORM**

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. **If you wish to authorize the release of records held by any of the departments listed below, please complete this form and return to the address listed for your specific campus.** Notaries are available on each campus at the Office of the Registrar.

I, \_\_\_\_\_, hereby authorize Rutgers University to disclose the following records upon request:  
(Student's Name)

- Academic Transcript
  - Financial Aid Record(s)
  - Judicial Affairs File(s) (college or University)
  - Deans of Students Office File(s)
  - Student Accounts Information
    - Payment of Term Bill
    - Refunds
    - Financial aid applied to your account
    - Account Balance Information
    - Other: \_\_\_\_\_
  - Residence Life File(s)
  - Other- Excluding Student Health (Description of Department): \_\_\_\_\_
- OR:
- All of the above records

to \_\_\_\_\_ at \_\_\_\_\_  
(To whom records are to be released) (Address)

These records will be used for the purpose of: \_\_\_\_\_  
(i.e., parental notification, letters of recommendation, employment inquiries, etc.)

This release shall be effective until \_\_\_\_\_ unless revoked in writing by me.  
(Date)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Signature) (Student ID#) (Date)

**NOTARY PUBLIC:**

State of \_\_\_\_\_, County of \_\_\_\_\_

The foregoing release form was acknowledged before me by \_\_\_\_\_,

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Witness my hand and official seal: \_\_\_\_\_

My commission expires on: \_\_\_\_\_

New Brunswick Campus Office of the Registrar Administrative Services Building 65 Davidson Rd, 200L Piscataway, NJ 08854-8096 Phone: 848-445-2738 Fax: 732-445-5948 ferpa@registrar.rutgers.edu
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Camden Campus Office of the Registrar Armitage Hall 311 North 5 <sup>th</sup> Street Camden, NJ 08102-1499 Phone: 856-225-6053 Fax: 856-225-6453 ferpa@registrar.rutgers.edu
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Newark Campus Office of the Registrar Blumenthal Hall 249 University Avenue, Room 309 Newark, NJ 07102-9286 Phone: 973-353-5324 Fax: 973-353-1357 ferpa@registrar.rutgers.edu
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RBHS Office of the Registrar 65 Bergen Street Suite 1441 Newark, NJ 07101 Phone: 973 972 5338 Fax: 973 972 5320 ferpa@registrar.rutgers.edu
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**For Registrar Use:**

**Copies sent to:**  Dean's Office  Financial Aid  Student Accounts  Residence Life  Judicial Affairs  Other: \_\_\_\_\_

**By Registrar Staff Member:** \_\_\_\_\_