



GUIDE TO COMPLETING THE MARSHALL UNIVERSITY FERPA RELEASE

Please print: Student Name: Last First Middle Address: Street City State Zip Phone: - - ext. Date of Birth: Month Day Year Student ID:

Commented [SG1]: Enter your information in this section, including your current US physical address.

The Family Educational Rights and Privacy Act (FERPA) protects student confidentiality by placing certain restrictions on the disclosure of information contained in a student's education records. By signing this form, you agree that Marshall University personnel may provide information from your education records as indicated below. You further acknowledge that: (1) You have the right not to consent to the release of your education records; and (2) this consent shall remain in effect until revoked by you, in writing, and delivered to Marshall University, but that any such revocation shall not affect disclosures made prior to the receipt of any such written revocation.

I, the undersigned, authorize Marshall University to release the following educational records and/or any information contained therein:

Please identify specific records, types of records, or indicate "all records":

Commented [SG2]: Make sure to specify the exact documents that you want the person listed on this form to pick up (I-20, EAD card, mail, etc.). You may also wish to list "all records" so that this person can collect any documents that you have at ISS.

If the document is not listed on this form or is not covered by "all records", Marshall will not be able to release it.

To Person/ Entity Receiving Records: Address1: Address2: City, State: Zip: Phone:

Commented [SG3]: Please list the person or entity that will be collecting your documents. Please note that Marshall can only release your documents to the individual listed on this form, and they must bring identification with them when they pick-up your documents.

Student Signature Date

STATE OF COUNTY OF, to wit:

The foregoing instrument was acknowledged before me this day of, 20 by

My commission expires:

Notary Public Signature

For Marshall University Use Only:

Received by Date

Commented [SG4]: DO NOT COMPLETE THIS SECTION.

If you are not submitting this form to ISS in person, you must have the bottom of this form completed by a notary public in order for your form to be accepted. For questions about where to find a notary, you may email iss@marshall.edu.

| *If request made in person, Photo ID may be used in lieu of Notary. A copy of Photo ID must be attached to request.*

