



**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): name, email, address, phone, and home institution

OR:

All of the above records NIH - Research Triangle Park, NC  
SOT - Reston, VA

to Funding Agencies (NIH, SOT, ASPET) at ASPET - Bethesda, MA  
To whom records are to be released (Address)

These records will be used for the purpose of: Long-term follow-up and program assessment  
(i.e., parental notification, letters of recommendation, employment inquiries, etc.)

This release shall be effective until Aug 31, 2024 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  
iuso@rci.rutgers.edu

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  
iuso@rci.rutgers.edu

Newark Campus  
Office of the Registrar  
249 University Avenue  
Blumenthal Hall  
Newark, NJ 07102-9286  
Phone: 973-353-5324  
Fax: 973-353-5324  
iuso@rci.rutgers.edu

RBHS  
Office of the Registrar  
65 Bergen Street  
Suite 1441  
Newark, NJ 07101  
Phone: 973 972 5338  
Fax: 973 972 5320  
iuso@rci.rutgers.edu

**For Registrar Use:**

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

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