



Third Party Authorization
Release of Personal Information

The University of Calgary will not disclose your confidential personal information without your explicit consent. To protect your privacy, this form will only be accepted in advance of an information request from the student directly, using one of the following submission methods:

- Current students can submit the form from your UCalgary email address or in-person with photo ID.
Applicants can submit the form from the personal email address you provided in your admission application or in-person with photo ID. The form will be valid through August 31 of your application year.
Alumni can submit the form from the personal email address we have on record or in-person with photo ID.

A. STUDENT INFORMATION

Form with fields: Last Name, First Name, UCID#, UCalgary Email, Phone Number, Date of Birth (with month/year dropdowns)

I authorize the University of Calgary to release information, as specified in the section C, to the person/organization listed below about my University of Calgary student record.

B. THIRD PARTY

Form with fields: Name, Organization (if applicable), Address, Phone Number, Email Address

Note: The third party you have elected will be required to provide government issued photo ID for in-person requests.

C. RELEASE OF PERSONAL INFORMATION

Form with sections: Information to be released (checkboxes for Admissions, Course Registration, Grades, Fees & Financials), Transactions to be allowed (checkboxes for Enrolment Verification Forms, Fee Payment, Document Pick-Up, Payment Receipt), Period of release* (Select one) with One time only and Period Effective options and date fields.

I acknowledge that I have read and understood this document and authorize the University of Calgary to release information and/or enable transactions to the above persons/organizations. I understand that the authorization will be retained and disposed of in accordance with University record retention policies. I understand that I may request to withdraw authorization at any time by issuing a signed letter to the Office of the Registrar.

Form with fields: Student's Signature, Date

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection or use of this information, please contact the Office of the Registrar.