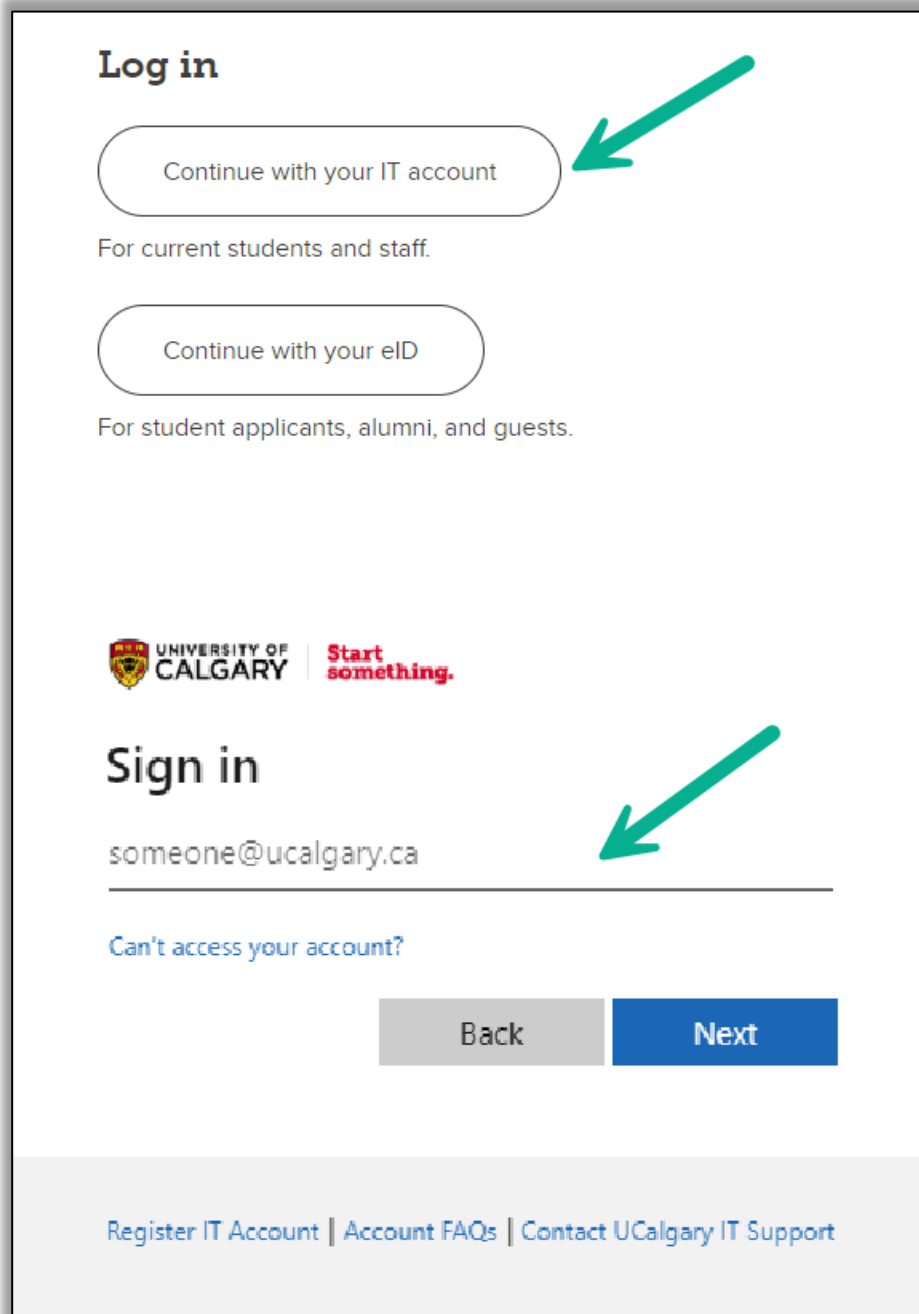***Third-Party Authorization processing time: 3 – 5 business days (may vary with peak seasons).***
There are two methods of submitting a third-party authorization (TPA) depending on if you are an applicant (have not paid deposit or accepted offer) or a current student (enrolled in UofC courses).

NOTE: Applicants TPAs will be valid through August 31 of your application year. Once enrolled in courses, the student can re-submit a TPA through a service request for any length of time.

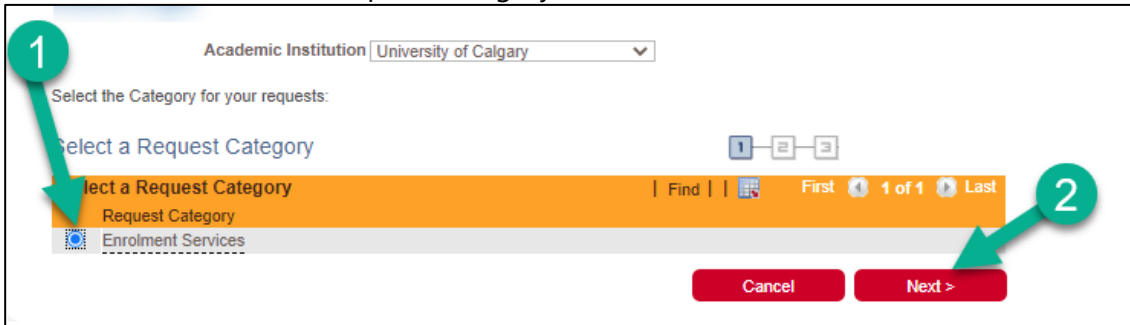1. Log into your UofC Student Portal (my.ucalgary.ca)

2. If your Portal looks like **(1)**, proceed to *page 2, step 3*. If it looks like **(2)**, proceed to *page 5, step 14*.
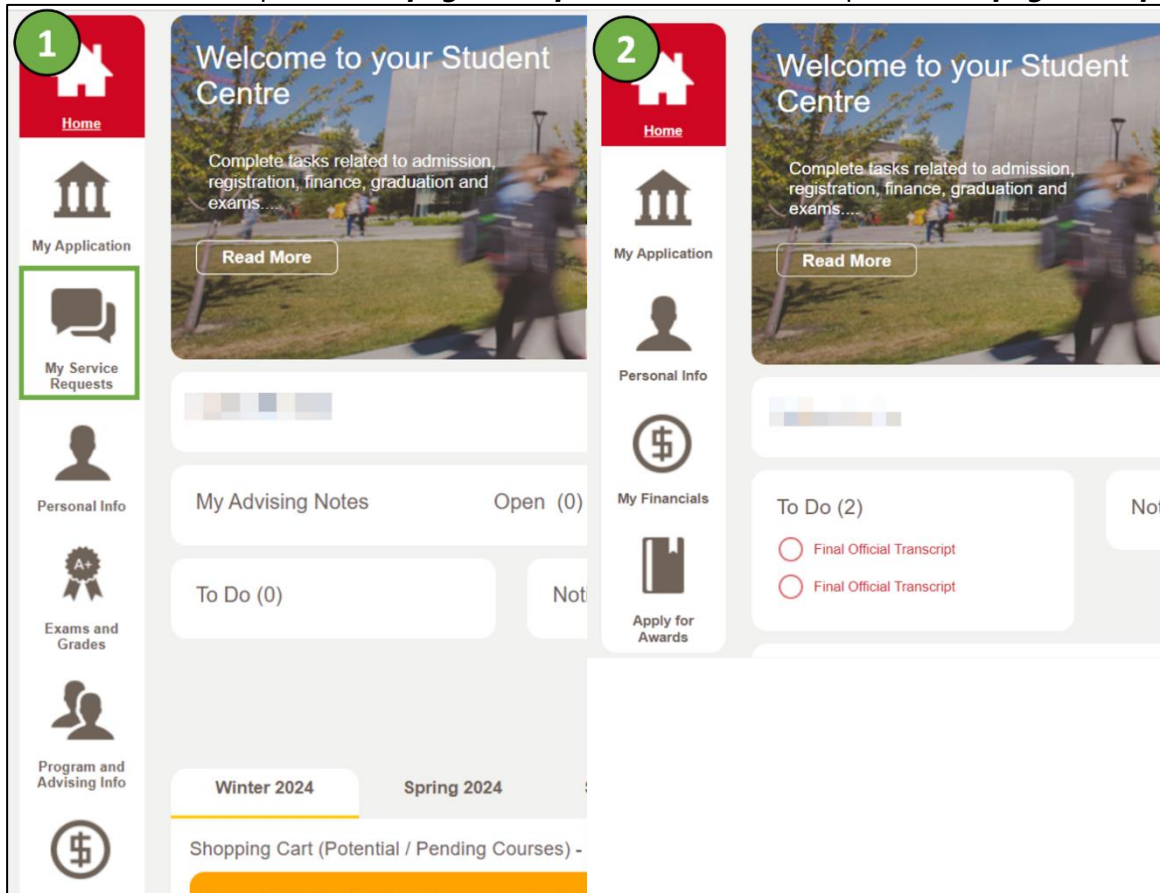
3. Select the **My Service Requests** page and click on the **Create New Request** link.
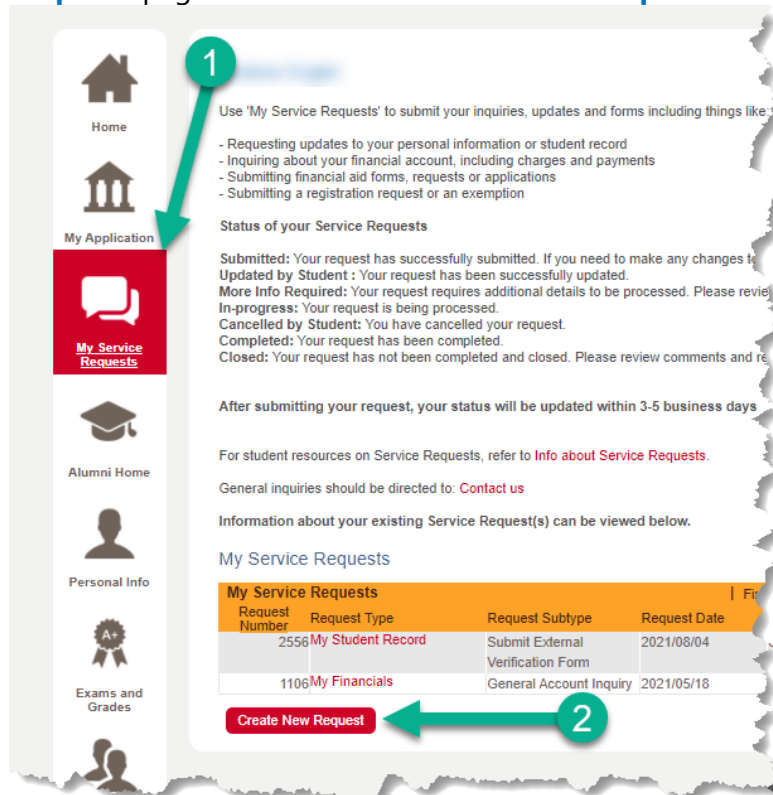
4. Select the **"Enrolment Services"** Request Category, then select **Next**.
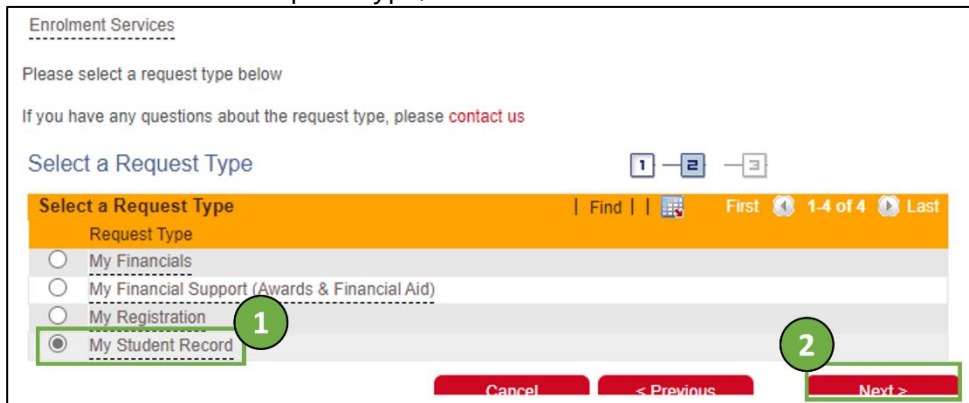
5. Select the **"My Student Record"** Request Type, then select **Next**.
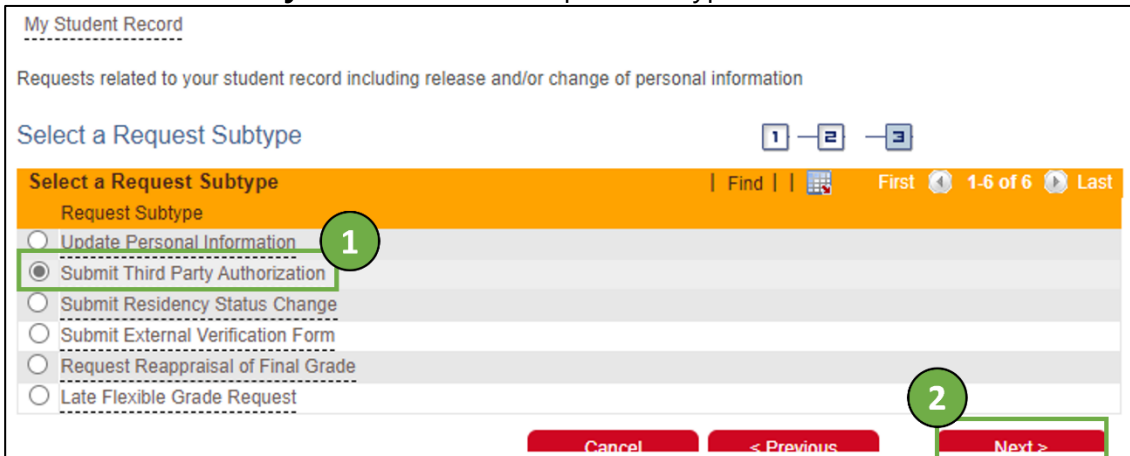
6. Select the **"Submit Third Party Authorization"** Request Subtype, then select **Next**.
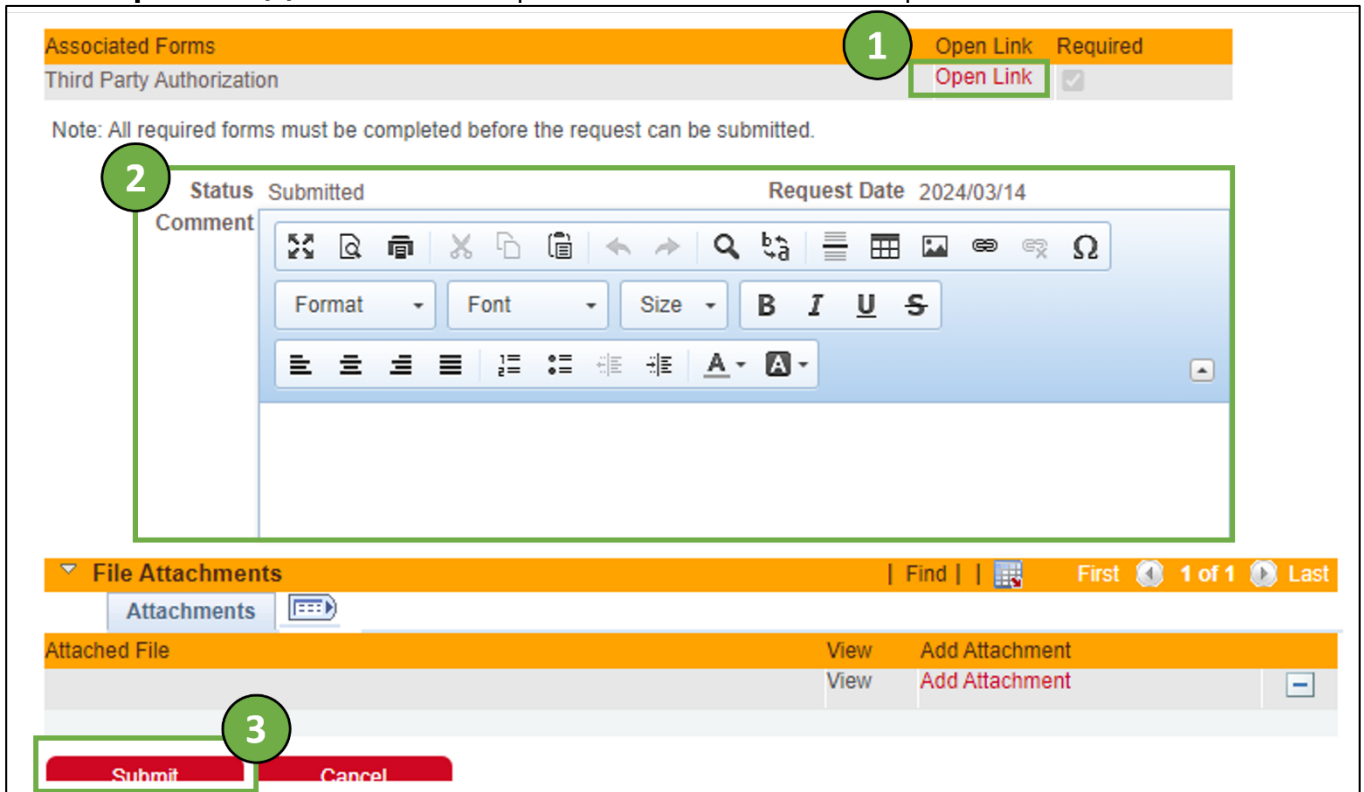
UNIVERSITY OF CALGARY

7. **Read all the instructions** of the application and scroll down to view the form and comment box.
8. Click on **Open Link (1)** to access the required form for the Service Request.

9. Select **OK** to generate form.

10. **Complete form in full**. At the bottom, select **Complete Form** once finished.

11. Select **Yes** to submit the form.

12. Select **OK** to confirm.
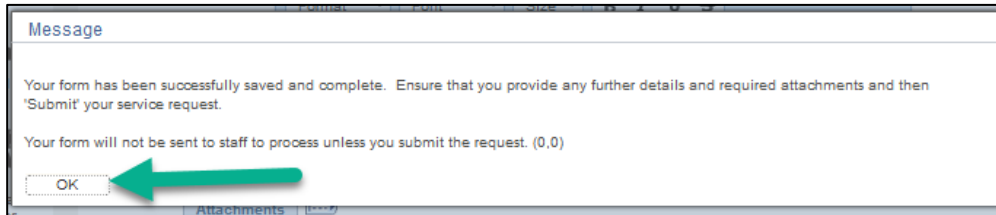
13. If there is any additional information that may be relevant to your request, please include it in the **Comment Box (2)**. Attachments are not necessary if you have completed the form in full. Finally, select **Submit (3)** to finalize your Service Request.
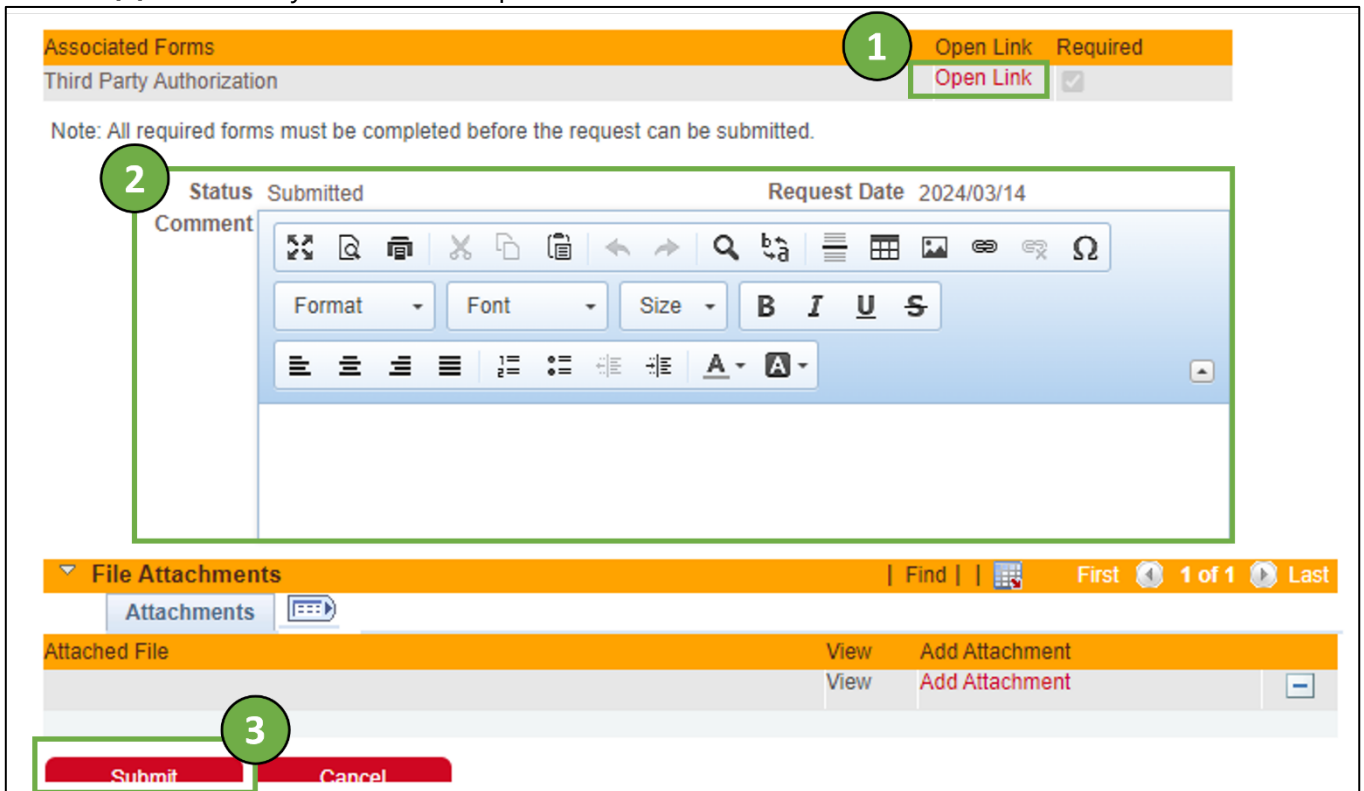
All future updates about the TPA will be communicated through the Service Request.

14. Go to this website and download the Third Party Authorization Form. Read all the instructions of the form and complete in full.

A. STUDENT INFORMATION

Last Name	First Name	UCID#
Email	Phone Number	Date of Birth
		d d m m y y y y

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

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 appointments.

C. RELEASE OF PERSONAL INFORMATION

Information to be released:

❑ Admissions ❑ Course Registration ❑ Fees & Financials

Period of release* (Select one):
*Authorization for new applicants will automatically expire on August 31 of their application year. A new authorization must be submitted as a Service Request to extend access past this date.

❑ One time only ❑ Period Effective: [d d m m y y y y] End Date: [d d m m y y y y]

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.

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.

15. Email completed form to es.support@ucalgary.ca, the email should include:
- Attached completed TPA form
- UCID and full name
- The email **must** be sent from the personal email address the student provided in the admission application.

Requests sent by email have the same 3 – 5 business days processing time.

End of Procedure. For further questions, please contact Enrolment Services.