**Student Record**

Third Party Authorization (TPA)
March 2024

**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](http://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.

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.

![Third Party Authorization Form]

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](#).**