

THIRD PARTY AUTHORIZATION

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, seeks to guarantee both a student's right of access to records and the confidentiality of student information. Institutions may not disclose information contained in education records without the student's written consent except under certain conditions. A student's record may be released to parents only if one of the following conditions has been met: 1. Through the written consent of the student; or 2. By submission of evidence that the parents declare the student as a dependent on their most recent Federal Income Tax form, as defined by the Internal Revenue Code of 1986, Section 152.

Student Information

Last Name

First Name

Middle Name or Initial

Gwid

Email Address

Phone Number

Authorization

I hereby authorize the following person(s):

Third Party

to submit the appropriate request forms or to pick up the following records from the Office of the Registrar:

Unofficial transcript

Official Transcript - Online Order

Official Transcript - Same-Day Pick-up

Certification(s)

The student making the request must include a legible copy of their photo ID. The authorized individual must bring his or her photo ID when submitting the form(s) or picking up the requested document(s). The following are considered appropriate forms of ID:

- GWorld Card
- Government Issued Passport
- Government Issued Driver's License/ID

Student Signature

Date

***Note:** This does not substitute as a certification or transcript request. The appropriate request form must accompany an authorization. Additionally, this consent form is valid for only one use.

**THE GEORGE
WASHINGTON
UNIVERSITY**

WASHINGTON, DC

**Office of the
Registrar**

Student Services Hub
University Student
Center

Ground Floor

Phone:

(202) 994-4900

Fax:

(202) 994-0282

Email:

registrar@gwu.edu