

Disclosures of information from your student records are usually accomplished by an Enrollment Verification or Official Transcript. In some cases, such as with international embassies and tuition sponsors, a formal letter from the University is requested. Official letters are provided by the Registrar's Office and are limited to data and/or records retained in your student files at CGU. Per the federal Family Educational Rights and Privacy Act (FERPA), your authorization is required to disclose information from your records. Use this form to submit your request and to specify information you wish communicated to a third party. As with all verifications and transcripts requests, you must have no outstanding financial obligations owing to the University at the time of your request.

STUDENT INFORMATION**CGU ID Number 254 - _____**

Name _____ Program _____

E-Mail Address _____ Phone _____

INFORMATION THAT YOU WISH DISCLOSED

_____ Enrollment: Semesters or specific semester of attendance. Specify semester _____

_____ Registration on file for a future semester. Specify semester _____

NOTE: You must be registered for the semester before an official letter can be provided.

_____ Degree requirements completed. (Available until your degree is posted on your transcript.)

_____ Degree/certificate received. Only degrees and certificates recorded on your transcript may be verified.

_____ Anticipated graduation semester (from your student record). This is the semester default in your record and includes any extensions you may have requested on your time to degree. If you have submitted an Intent to Receive a Degree, please specify the semester of your expected graduation. _____

_____ Other. Specify _____

DELIVERY METHOD

_____ I will pick up the document at the CGU Registrar's Office.

_____ E-mail to _____

_____ FAX document to the following number ____ (____) _____

_____ Mail to the address below. Please print address clearly.

Student's Signature _____ Date _____