FERPA Release Form Step-by-Step Instructions on How to Submit a Request

If you are filling out a form for both parents, please complete 2 separate requests.
You may request up to 5 authorized individuals.

1. **Current students only** login with their NETID and password to: [Office of the Registrar Forms Portal](https://forms.registrar.newark.rutgers.edu/app/registrar/login.asp)

2. Click on Apply to start the submission of the FERPA Release Form.

3. The FERPA policy is available to read at the start of the application.

    This FERPA Release is for current Rutgers University-Newark Students only.

*Indicates required field*
4. Select the record type(s) that will be authorized for Rutgers University to disclose upon your request.

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Transcript</td>
<td></td>
</tr>
<tr>
<td>Financial Aid Record(s)</td>
<td></td>
</tr>
<tr>
<td>Judicial Affairs File(s) (College or University)</td>
<td></td>
</tr>
<tr>
<td>Office of Academic Services (Select School of Enrollment)</td>
<td></td>
</tr>
<tr>
<td>Student Accounts Information (must select one or more)</td>
<td></td>
</tr>
<tr>
<td>Residence Life Files(s)</td>
<td></td>
</tr>
<tr>
<td>Other-Excluding Student Health (Description of Department):</td>
<td></td>
</tr>
<tr>
<td>Office of Student Affairs</td>
<td></td>
</tr>
<tr>
<td>OR. All of the above records (Selection of School of Enrollment is Required under &quot;Office of Academic Services&quot; above)</td>
<td></td>
</tr>
</tbody>
</table>

5. What is your relationship to the person you are authorizing to view your record(s)? Select one from the drop down list

- Parent/Guardian
- Spouse
- Employer
- Other

6. Provide the full name and address of the person you are authorizing to release your record type(s) to (Only enter 1 person, if you need to indicate 2 people, fill out a separate request for each person)

- Full Name
- Address1
- Address2
- Country
- United States
- City
- State
- Select State
- Zip/Postal Code

7. Select the purpose these record(s) will be used for (Check all that apply)

- Parental Notification
- Scholarships
- Other
- Financial Aid
- Letter of Recommendation
8. When should this FERPA release be effective until (i.e. expiration date)?

Note: The date can be your expected graduation date.

This release shall be effective until the following “expiration” date (example: Expected Graduation Date), unless revoked in writing by me:

- Month
- Day
- Year

Please make sure the date is valid. You may also revoke the FERPA release by emailing ferparun@newark.rutgers.edu.

9. Enter a 4 digit FERPA pin. This is a secret code to be used by the person authorized to access your record(s).

PIN Number *

For Security Reasons, it’s highly recommended not to use any part of your date of birth, social security number, or RUID#.

10. Answer yes or no to the following 2 questions

Are you a student or resident from the European Union? *

Are you currently or are you planning to study abroad in Europe? *

11. Select Continue and review your application.

If you select the following in the application:

- **Continue** – This will proceed to the next steps of completing the request
- **Cancel** – This will cancel the entire application and delete everything that’s been entered
- **Save As Draft** – This will save your application for 30 days. You must return and complete the application within your time period to submit your request.

12. Review application and read the Terms and Conditions

After reviewing your application, read the Terms and Conditions:

- If you selected Financial Aid as a record type, click on **DocuSign Confirmation** (only click once and wait a few seconds until it opens the DocuSign form).

In compliance with Title IV* financial aid funds, you will need to authorize Rutgers University to disclose information to a Third Party.

*Title IV funds are financial aid you may receive in your financial aid package from the University and include Federal Pell Grant, Federal Supplemental Education Opportunity Grant (SEOG), Federal Perkins Loan, Federal Direct Loan Program (Stafford Subsidized and Stafford Unsubsidized, Parent PLUS Loan, Graduate Plus Loan), and Federal Work Study Program.

- When DocuSign opens in another window, review and electronically sign the document by clicking **Sign and then Finish** (top right hand side of screen):
| 13. | After Docusign is completed, a pop up confirmation window will appear |
| 14. | A confirmation will be sent to your email address that your FERPA Release has been submitted |

After a request has been successfully sent, the portal will update your application to *Submitted*.

If you would like to request another FERPA release, another application will appear (click on Apply), if not, you can leave it alone.

| 15. | Please allow 3-5 business days to process. |

*An approved email will be sent to your Rutgers email confirming the FERPA Release Request has been processed.*

If you have any questions, you may always send us a message in the portal: [https://forms.registrar.newark.rutgers.edu/app/registrar/login.asp](https://forms.registrar.newark.rutgers.edu/app/registrar/login.asp)