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

2. **Sign-Up Form**
   If it's your first time logging in, it will ask to review your name, RUID & Rutgers Email Address.
   Please enter the **required fields:** address, phone, alternate email, and enter a password (i.e. NETID Password) and Submit.

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

Scroll Down the form to enter the fields required marked with a *red asterick and Submit when completed.
4. The FERPA policy is available to read at the start of the application.

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

5. Select the record type(s) that will be authorized for Rutgers University to disclose upon your request.

6. What is your relationship to the person you are authorizing to view your record(s)?
   Select one from the drop down list
7. 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)

<table>
<thead>
<tr>
<th>Full Name *</th>
<th>Only 1 person per request, fill out another request for a 2nd person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address1 *</td>
<td></td>
</tr>
<tr>
<td>Address2</td>
<td></td>
</tr>
<tr>
<td>Country *</td>
<td>United States</td>
</tr>
<tr>
<td>City *</td>
<td></td>
</tr>
<tr>
<td>State *</td>
<td>Select State</td>
</tr>
<tr>
<td>Zip/Postal Code *</td>
<td></td>
</tr>
</tbody>
</table>

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

- [ ] Parental Notification
- [ ] Financial Aid
- [ ] Scholarships
- [ ] Letter of Recommendation
- [ ] Other

9. 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.

10. 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#.
11. Answer *yes or no* to the following 2 questions

<table>
<thead>
<tr>
<th>Question 1</th>
<th>Question 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you a student or resident from the European Union? *</td>
<td>Are you currently or are you planning to study abroad in Europe? *</td>
</tr>
</tbody>
</table>

12. 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.

13. 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.

14. **ID Check:**

You are now prompted to enter some personal information and then you are presented with questions about yourself based on data available in public records.

*Please read red box to the right to walk you through this process.*
| 15. | Review and electronically sign the document | When the Docusign form opens up successfully, please review and electronically sign the document by clicking **Sign** and then **Finish (top right hand side of screen)**:

![Signature](signature.png)

| 16. | After Docusign is completed, a pop up confirmation window will appear | ![Confirmation Window](confirmation.png)

**Thank you for successfully submitting the FERPA Release form. Please allow 3-5 business days for processing your request.**

![OK Button](ok-button.png)

17. | 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.

18. | 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.**

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**Contact Information**

If you have questions or issues completing the FERPA Release form, please contact the following:

Office of the Registrar, Rutgers University-Newark  
**Email:** [ferparun@newark.rutgers.edu](mailto:ferparun@newark.rutgers.edu)  
**Phone:** (973) 353-1766 x1