



Instructions: You may designate a third party to pick up your transcript, certification or diploma at the Office of the University Registrar by completing the form below. These documents will only be released to the third party designated in the “Third Party Information” section of this form when they provide valid photo identification. Forms must be emailed to our office by the student requesting their transcript, certification, or diploma and cannot be accepted by the third party.

Student Information			
Full Name			Date
Student ID #		Self FERPA Passcode	
Contact Phone		Contact E-Mail	

Third Party Information	
Full Name	
Form of ID Provided	

Signed Authorization	
I, _____, hereby authorize _____	
(Print Your Name)	(Print Third Party Name)
to pick up my:	
<input type="checkbox"/> Transcript	<input type="checkbox"/> Certification
<input type="checkbox"/> Diploma	
Student Signature	Date

Third Party Signature (To be signed at the Office of the University Registrar)	
Third Party Signature	Date

Administrative Use Only	
Received By	Date