

Dear International Student,

The confidentiality of information policy followed by International Student & Scholar Services (ISSS) is based on ethical guidelines of professional associations and the University of Minnesota Regents' policy. These guidelines carefully define public and private information so that private information is safeguarded.

The information accumulated in your ISSS file may include public information (not requiring written permission for release), non-public information, and information about you from a third person or an ISSS staff member. Private information can normally only be released at the student's written request, except in an emergency situation ("to protect the life and limb") or in response to an order from a court of law.

The current policy of the University Regents does not allow the release of names based on country of origin or marital status. A student's transcript cannot be released by the University without the student's written consent.

If you wish to have private information released to an individual or agency, please complete the reverse side of this form and give to an ISSS adviser.

Sincerely,

Kay Thomas
Director

RELEASE OF INFORMATION

I hereby authorize International Student & Scholar Services to release the following documents or information:

The documents or information should be released to the following persons/agency:

I am consenting to release this information for the following purposes:

If this authorization is for release of registration and/or transcript information to your sponsoring agency, indicate period of time for which the release is valid:

_____ to _____
(Month/Day/Year) (Month/Day/Year)

Signature of Student

Date

Name (Please Print)