

Third Party Consent Form

California State University, Northridge requires written consent from students to authorize the release of student information and/or records to a third party in accordance with Family Educational Rights and Privacy Act (FERPA) of 1974.

Students who are unable to contact the IESC themselves may authorize friends or family members to contact us on their behalf. For identification purposes, the authorized third party must show a picture ID when visiting the IESC on behalf of the student.

SECTION A: TO BE FILLED OUT BY STUDENT

Today's Date: _____

Student's Name: _____

CSUN ID: _____

Third Party's Name (s): _____

The third party is authorized to act on my behalf for the following: (Please check all that apply.)

Pick-up my document(s).

Please specify which document: _____

Drop-off my document(s).

Please specify which document: _____

Discuss my academic and/or immigration status with the IESC Staff:

(Please check all that apply.)

in person

over the phone

by e-mail

Student Acknowledgement:

I give IESC permission to the above actions. I understand that I am responsible for submitting only complete requests to IESC. I also understand that I must follow-up with any actions that might be required of me once I receive the requested documents and/or information from IESC.

Student's signature: _____ **Date:** _____

SECTION B: TO BE FILLED OUT BY Third Party when meeting with IESC Staff

I have discussed the student's situation and/or picked-up and /or dropped off his/her document(s) at the IESC.

Third Party's Signature

Today's Date

Third Party's Name (Please print)