

# AUTHORIZATION TO RELEASE INFORMATION

Any request for an official transcript must be approved by the Office of the Dean. Please be specific with reason for this request. Any **official** transcript must be sent Directly from the Office of the Registrar to the designated individual/institution. Official transcripts will not be issued to students/alumni.

\_\_\_\_\_  
Student Name OMS yr. Student Signature

Date of Request \_\_\_\_\_ Deadline for requested Information \_\_\_\_\_

Information being requested:

\_\_\_ Official Transcript \_\_\_ Unofficial Transcript

\_\_\_ Certificate of Enrollment \_\_\_ Permission for review of my Academic File

\_\_\_ Other (Please explain) \_\_\_\_\_

Specific reason for request and/or person authorized to review file \_\_\_\_\_

\_\_\_\_\_  
Individual and address for mailing of Official Transcript \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

## For Office use only

\_\_\_\_\_  
Authorized signature Date

**PLEASE ALLOW 7 BUSINESS DAYS TO PROCESS**