



Van Andel Institute®  
Graduate School

PERMISSION TO RELEASE  
NON-PUBLIC INFORMATION

The Family and Educational Rights and Privacy Act of 1974 (as amended in December 1974) provides that the release of education records (or personally identifiable information therein, except for public directory information) will not be made without the written consent of the student.

In order that VAIGS may comply with the law, please provide the information requested below and sign this request form.

**PLEASE PRINT:**

Name: \_\_\_\_\_  
FIRST MI LAST

Address: \_\_\_\_\_  
CITY, STATE POSTAL CODE

Date of Birth: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Information to be released\*:  TRANSCRIPT  VERIFY ENROLLMENT  OTHER / PLEASE IDENTIFY BELOW:

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

*\*If you are requesting enrollment verification, please include the semester(s) you need verified.*

Person to receive information:

NAME ORGANIZATION

ADDRESS CITY, STATE POSTAL CODE

STUDENT SIGNATURE DATE

RECORDS ADMINISTRATOR SIGNATURE DATE

Office of the Registrar, received: \_\_\_\_\_ Copy student file, DATE: \_\_\_\_\_

Date sent: \_\_\_\_\_ via: E-mail / US Postal mail / Fax / Hand Delivered