

# Faculty of Graduate and Postdoctoral Affairs

## Third Party Release of Information Form

**INSTRUCTIONS:**

A copy of your driver's licence, passport, or student card clearly showing both your picture and your signature must accompany faxed or mailed forms (i.e. for driver's licence and student card please copy both sides). If you are submitting this form in person, valid picture identification must be presented at time of submission.

Student Name
Email Address (Former students only, current students use MyCarleton (@connect) Email)

Applicant ID / Student Number
Telephone

Pursuant to Section 42(1)(b) of the Freedom of Information and Protection of Privacy Act,

I, \_\_\_\_\_, authorize Carleton

University to disclose, to the persons or organizations listed below, the following information:

- Application and Admission Information
- Confirmation of Registration
- Confirmation of Graduation and Degree
- Release of Grades
- to pick up my Diploma
- Registration (to act on my behalf to facilitate my registration, which may require access to part or all of my academic record as needed)
- Appeals & Petitions (to act on my behalf to facilitate an Appeal or Petition, which may require access to all or part of my academic record and/or conduct record)

**Name of Person or Organization:**

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**Please note:** The third party you have elected will be required to provide appropriate identification.

The term of such release of information will be:

- One time only
- Ongoing until such written notice is given to terminate
- From the date of signing below until \_\_\_\_\_ (specify date)

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*The personal information requested on this form is collected in accordance with Sections 38(2) and 41(1) of the Freedom of Information and Protection of Privacy Act (FIPPA), R.S.O. 1990, c.F.31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless the applicant provides express written consent. Should you have any questions concerning your personal information, please contact Joanne Bree, FIPPA representative for the Faculty of Graduate and Postdoctoral Affairs, 512 Tory Building, 613-520-2525. Carleton University is fully compliant with FIPPA and endeavours at all times to treat your personal information in accordance with this law.*