

PROXY AUTHORIZATION FORM

FOR RELEASE OF TRANSCRIPTS TO A DESIGNATED PROXY

Student academic records are classified as confidential and may be released only with the student's written authorization and signature, in accordance with the Public Information Act and the Family Educational Rights and Privacy Act of 1974. A third party may pick up transcripts using this form, once it has been properly completed by the student. Instructions provided below by the student will be followed exactly. Changes requested may require a new form.

Email this form to the **One Stop** at enroll@uttyler.edu. The proxy must present their own photo ID to obtain the specified document(s) and must sign this proxy form in the presence of a staff member. The One Stop is located at STE 230.

TODAY'S DATE _____

STUDENT'S FULL NAME ON RECORD _____

STUDENT'S ID, IF KNOWN _____

STUDENT'S D.O.B. _____

DATES OF ATTENDANCE (year) from _____ to _____

I hereby authorize the person named below to act as my proxy to pick up my transcript(s) from the **One Stop** at The University of Texas at Tyler. I understand that I am responsible for decisions made using this form. I also understand that this proxy form is good for one-time use only and is void after two weeks from the above date.

Student's handwritten signature

Student's daytime phone number

Student's email address

Below, indicate what and how many transcripts should be ordered and issued to the proxy.

_____ Number of official transcripts to be picked up in sealed envelopes. *Financial bars/holds must be cleared.*

_____ Number of open (unsealed) official transcripts to be picked up. *Financial bars/holds must be cleared.*

_____ Number of [notarized official transcripts](#) to be picked up. *Financial bars/holds must be cleared.*

_____ Number of unofficial UT transcripts to be picked up. *If not eligible to receive an unofficial UT Tyler transcript, open official transcripts will be issued.*

_____ Total number of [previous school transcripts](#) (that were submitted to UT Tyler) to be picked up. *Must be on file in a PDF format and will be issued as unofficial documents.* List the school(s). _____

PROXY'S NAME (will be verified against name on identification) _____

PROXY'S RELATIONSHIP TO STUDENT _____

Proxy's signature (to be signed in the presence of a staff member)

Date of signature