

Release of Student Information for Letters of Good Standing

Under the provisions of the Family Education Rights and Privacy Act (FERPA), I authorize the administrator named below to release and/or discuss the following records and information:

All information in my Binghamton University academic records.

I am authorizing the administrator to release and/or discuss the above information with the person named below for the purpose of:

Generating a letter of good standing.

Purpose for releasing the student information

Harpur College Academic Advising

Name and Title of Administrator who has permission to discuss the information

Please provide the name, address and telephone number of the person who has permission to receive this information:

SELECT METHOD OF LETTER DELIVERY:

I will pick up materials at Harpur Academic Advising, AB-G18.

NOTE: The student must provide a pre-addressed envelope

Please mail letter of good standing to mailing address above.

NOTE: The student must provide a pre-addressed, stamped envelope

Printed last name, first name of student

B-Number

Date release signed

Date release expires

Signature of student

Student email address

Student phone number

Return this form to:

Harpur College Academic Advising, Academic B G-18

Binghamton University

PO Box 6000 Binghamton, NY 13902-6000

Phone 607-777-6305, Fax: 607-777-2721

All students requesting letters of good standing must submit a pre-addressed, stamped envelope. Please allow 3-5 business days for processing. This does not constitute transfer credit approval. Please review the transfer credit policies and/or equivalency tables.