

# REQUEST FOR INFORMATION FROM ACADEMIC FILE



**IMPORTANT: ALL fields below are REQUIRED. The form will be returned if incomplete.**

**Student name:** \_\_\_\_\_ **ID#:** \_\_\_\_\_ **Campus:** \_\_\_\_\_

**Degree program:** \_\_\_\_\_

Documents submitted to the University in support of a student's application become the property of the University, and the documents cannot be returned or forwarded. However, students can request to view their academic file and/or have items photocopied from their file.

Note: No information can or will be released without the written permission of the student. Alliant International University adheres to the guidelines issued under the Family Educational Rights and Privacy Act of 1974.

**Request to view academic file**

A mutually-agreed upon appointment will be set for the student to view his/her file in the presence of a designated staff member.

Day: \_\_\_\_\_ Time: \_\_\_\_\_

**Request for information to be photocopied from file**

There will be a charge of \$1.00 for 1 to 10 copies, \$2.00 for 11 to 20 copies and a \$3.00 charge for 21 to 30 copies and anything over 30 copies will be billed at 10 cents a page due at the time you pick up the copies. *Transcripts from other institutions will not be photocopied.*

**Request for information to be emailed to:**

**Information requested (please elaborate and be specific):** \_\_\_\_\_

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

**Purpose of request:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Student signature**

\_\_\_\_\_  
**Date**

**Please submit the completed form to Student Services for processing.**

*For administrative use only:*

*ID verified*     *Copying fee paid: \$* \_\_\_\_\_

**Processed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_