



Permission to Release Records

I, _____, authorize the Office of Student Rights & Responsibilities to release my UCF disciplinary record to the following institution/agency: **UCF Abroad**.

In order to deliver this information, to the institution/agency listed above, I would like UCF to have my documents: _____ faxed e-mailed

If the institution/agency requires receipt of documents via US mail, **it is up to the applicant to provide UCF with a stamped, addressed envelope** as UCF will not incur postal service costs.

Contact Name/Department: Oliver McSurley
Fax number: _____
E-mail address: Oliver.McSurley@ucf.edu

Student requesting information (please print): _____

Signature: _____ Date: _____

UCF ID: _____ Date of Birth: _____

- ❖ **If your documents require academic record information, please send all documents to the Registrar’s Office first.** Once they complete the academic record information section they will automatically send the forms to The Office of Student Rights & Responsibilities to complete the disciplinary record section.
- ❖ Please print, complete and include this form with your request. Documents can be e-mailed to admclear@ucf.edu or faxed to the phone number below.
- ❖ **All forms must be submitted 10-15 business days before their deadline.**

CONFIDENTIAL