

Third Party Authorization

If you wish to designate a representative to be given access to your personal information held by Continuing Education, or to carry out certain transactions on your behalf, you must complete this form. The form must be submitted through the application via your student profile. If you are unsure if you have a profile or are having trouble accessing your account please contact conted@ucalgary.ca, do not create a new profile.

STUDENT INFORMATION (please print clearly)

Last Name	First Name	Student ID #
Email	Phone Number(s)	Date of Birth: DD/MM/YYYY

REPRESENTATIVE'S INFORMATION

Name	Organization (if applicable)
Email	Phone Number
Address	

RELEASE OF PERSONAL INFORMATION (check all that apply):

Information to be released:

☐ Academic Record (registration, admission, grades) ☐ Financial (fees, awards) ☐ All Inquiries

Transactions to be allowed:

☐ Order Transcripts ☐ Pick up Certificate ☐ Enrollment/Education Verification ☐ Pay Fees ☐ Add/Drop Courses

Duration of release*:

☐ One time only ☐ From date of signing below until DD/MM/YYYY: _____

* Unless otherwise stated, this authorization will expire one year from the time of signing.

I acknowledge that I have read and understood this form. I understand that this authorization is voluntary, and that I may withdraw it at any time in writing by contacting conted@ucalgary.ca. No adverse effects will occur if I do not complete this authorization. The authorization will remain on file and in effect while I am a University of Calgary Continuing Education student for the selected duration. This authorization must be signed to be valid. The form must be submitted through the application via your student profile.

Note: The representative you have elected will be required to provide government issued photo identification for in-person requests.

Student Signature	Date: DD/MM/YYYY
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This information is collected under the authority of the Freedom of Information and Protection of Privacy Act. It is required to document your request to share your personal information with the named representative. If you have any questions about the collection or use of this information please contact Continuing Education at 403-220-2866.