

Release of Information Form

The completion of this form is necessary to continue your enrollment process at Messiah University.

Complete the top section of this form and submit it to the Dean of Students' Office at your current/former institution. This form must be sent from your current/former institution's Dean of Students' Office to Messiah University's Office of Admissions within 10 days of your receipt of this form.

The Family Educational Rights and Privacy Act of 1974, as amended, guarantees confidentiality of students' educational records. In an effort to provide additional information to Messiah University,

I _____, authorize the Dean of Students' Office at _____
(name of student, printed) *(student's current or former institution)*

to release all information as it pertains to my conduct and citizenship during the tenure of my enrollment there. I understand that my admission to Messiah University may be revoked at the discretion of the Student Affairs Office dependent upon the information provided with this form.

(student's signature)

(date)

(name during time of attendance)

To be completed by the Office of the Dean of Students

The above student's enrollment status is under review at Messiah University. Will you, or a member of your staff who has access to the student's records, please complete this form and return it to the address above? Your assistance is greatly appreciated.

1. Has this student been dismissed from your institution? Yes ___ No___
2. Has this student been subject to any non-academic related disciplinary action? Yes ___ No ___
3. Is this student eligible to return to your institution? Yes ___ No___

If the answer to (1) or (2) above is yes or the answer to (3) above is no, please explain on a separate sheet of paper.

Name _____ Title _____

Institution _____

Signature _____ Date _____

This form may be scanned and emailed by the Office of the Dean of Students to **admissions@messiah.edu**.