Instructions: This form is to be used by the student to grant access to their education records to other entities besides themselves, such as a parent, spouse, etc. When completing this form, please print all items clearly to allow for correct processing.

The University maintains two types of student education records: directory information and other student records. Directory information is considered public information and will be released by the University upon request, in accordance with existing law. Any student who does not wish directory information released must submit the appropriate documentation indicating such with the Office of the Registrar.

In signing this waiver, I, __________________________________________________, give access of all academic records at Texas A&M University-Corpus Christi to the individual(s) listed below. I hold the authority to revoke this waiver at any time.

1. __________________________________________________  ___________________
   Name                Relationship

2. __________________________________________________  ___________________
   Name                Relationship

3. __________________________________________________  ___________________
   Name                Relationship

4. __________________________________________________  ___________________
   Name                Relationship

5. __________________________________________________  ___________________
   Name                Relationship

I understand that this request is permanent and will remain in effect until I request in writing that the hold(s) be removed.

______________________________________  ______________________________________
Student name      Student signature

______________________________________  ______________________________________
Student ID      Date

For the Registrar’s Office Use Only

Processed by: _____________________________       Date: ____________

Please return this form to the Registrar’s Office.
To grant access to your education records to other entities besides yourself, you must submit the attached form to the Office of the Registrar.

Additional documentation required
- None

How to complete this form
When completing the form, please print clearly to allow for correct processing. Note that your Student ID is your University-assigned student ID that begins with the letter “A” and is followed by numerals.

Submission instructions
Once completed, you can mail, fax, or drop off your form in person to:

By postage mail:
Texas A&M University-Corpus Christi
Office of the Registrar
6300 Ocean Drive, Unit 5774
Corpus Christi, Texas 78412-5774

By fax:
361.825.5887
Re: FERPA Waiver

In person:
Registrar’s Office
1st floor, Student Services Center (Round Building)

Due to stringent security issues, any forms submitted via e-mail will not be processed.

How your form is processed
Your form will be processed in the order that it is received by the Office of the Registrar. Once processed, this request will remain in effect until revoked by the student.

To check on the processing status of your form, please contact the Office of the Registrar by phone at 361.825.7024.