



Release of Information

Purpose - To give a third party (parent/spouse/friend) the ability to access information or a service on your behalf

1. Log into your Student Center. Click on the **Release of Information** link.

Kimmy's Student Center

Personal Information

Demographic Data

Release of Information

Emergency Contact

Directory Removal

Privacy Settings

Aboriginal Self-Identification

Contact Information

Your Current Address

1882 Gerard

San Francisco CA United States

94117

Your Current Telephone Number

415/555-2424

Admissions Application Address

1882 Gerard

San Francisco CA United States

94117

University Provided E-mail

reginfos@uwo.ca

2. Click on the Add an Authorized Individual button.

Release of Information

The Release of Information is to be completed by the student whose name is listed above. If there is any indication that the Release of Information was completed by anyone other than the student, we reserve the right not to provide the information or service requested.

Note: This Release of Information applies to information or services available from Western's Main Campus Office of the Registrar and MAY also apply to other Western faculties, affiliated university colleges, and services. Contact the appropriate area to inquire.

Below is a list of the individuals who you have authorized to have access to the specified personal information. To add an individual, click the "Add an Authorized Individual" button.

No current Release of Information found

ADD AN AUTHORIZED INDIVIDUAL

3. Place your cursor in the box titled **Authorized Individual's Name** and type the name of the person to whom you are granting authorization.

Release of Information Detail

The screenshot shows a web form titled "Release of Information Detail". At the top right, there are navigation links: "Find | View All", "First", "1 of 1", and "Last". The form contains the following fields:

- *Authorized Individual's Name: Jon Snow
- Relationship: Domestic Partner Adult (dropdown menu)
- In the event we need to contact your Authorized Individual for clarification of a request, please provide a telephone number and/or email address for your Authorized Individual.
- *Authorized Individual's Telephone #: 519/123-4567
- Authorized Individual's Email Address(es): jonsnow@thenorth.ca
- *Date Release of Information Authorization Starts: 2019/01/30 (with a calendar icon)
- *Date Release of Information Authorization Ends: 2022/01/30 (with a calendar icon)

4. From the **Relationship** dropdown, choose the relationship that best defines the one you share with the person whose name you just entered.
In this example, Jon Snow is the person's **Domestic Partner Adult**.
5. Enter the phone number and email address(es) of the person to whom you are giving authorization so that we have it on file in the event we need to contact them about a request.

Note: If you select email as an **Authorized Method of Access** (see page 4), you must enter at least one email address. If email is selected as an Authorized Method of Access, the person must email from the specified email address(es).

6. Add a **start date** for the authorization. It will default to today's date. You can set the start date to a date in the future by clicking on the calendar icon.
7. Select an **end date** within the next 5 years. Click the calendar icon and choose a date. This date must be filled in to save the page.
8. Select the **method** through which your authorized person can access your information. In this example, **Over Phone/Via Fax** was chosen.

9. After selecting the Authorized Method of Access, select the different areas and items to authorize. Below we have checked off a few boxes to give you an idea of what is possible:

*** Authorized Method of Access**

Please indicate how you authorize this person to access the specified information.

Over Phone/Via Fax Verifying information from the authorized individual is not requested over the phone/via fax.

In Person Authorized individuals must present a piece of government-issued photo identification before accessing information or services in person.

Email Your authorized individual must email from the email address(es) specified above.

Academic

Information about progression or grades will not be released to a third party.

Add/swap a course with a special permission from an academic counsellor

Other Academic Inquiries If you want to authorize a company to verify your academic information, please order an [Official Western Letter](#)

Finances

Authorization for third parties to OSAP information cannot be granted through this process. Third-party OSAP authorization is granted through your OSAP application or power of attorney.

Obtain details of student fee account (Tuition and OSAP amounts will not be released over the phone.)

Pickup refund cheque(s) (Refund cheques cannot be requested by a third party.)

Scholarship, Award and Bursary Applications

Obtain details on amount and/or award received

Obtain academic information as related to eligibility

Transcripts

Order Only

Pickup Only

Order And Pickup

Transcripts

Order Only

Pickup Only

Order And Pickup

Third Party Forms (e.g. CPP, RESP forms)

Complete and release third party form(s)

Obtain processing status of third party form

Obtain academic info as related to a third party form

Admissions

Status of admission

List and/or status of required documents

Tax Receipts

T2202A inquiries

T4A inquiries and replacement requests

Official Western Letters

Order Only

Pickup Only

Order And Pickup

Official Western Letters

Order Only

Pickup Only

Order And Pickup

Diplomas

Pickup diploma

Request duplicate/replacement diploma

Request diploma authentication

Other

Please specify:

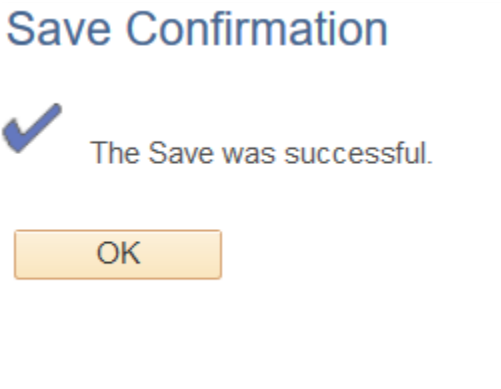
[Save](#)

By selecting **SAVE**, I authorize the applicable Western area to release the specified information or service(s) to the individual listed above.

[Return to Release of Information](#)

10. Finish by clicking the **Save** button. If you didn't enter all the required fields, it will not allow you to save.

11. The following message will appear after a successful save. Click the OK button to finish.



12. From this page, you can edit or delete authorized individuals.

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Authorized Individual's Name	Relationship		
Jon Snow	Domestic Partner Adult	Edit	Delete