

# Release of Information

RELEASE OF INFORMATION

The collection, retention, and dissemination of your records and information about you are subject to federal regulation under the Family Education Rights and Privacy Act of 1974. You are responsible for specifying the persons or agents who have access to your records. Therefore, it is necessary that we obtain your permission to request and release information pertinent to your exchange. Please read the following statements and sign below:

I understand that it will be necessary for my campus to obtain certain information about my academic and non-academic record in order to: 1) ascertain my eligibility and suitability for an exchange through NSE, and 2) facilitate my exchange after it is arranged. I hereby grant permission to the NSE coordinator and/or designee to obtain information that is appropriate to my application and participation in the exchange including, but not limited to, letters of recommendation, permanent academic records and transcripts, conduct, fiscal records, medical records, all for the purposes of exchange placement and participation, continuation, or termination.

I give permission to the NSE coordinator and/or designee to contact appropriate personnel in order to verify that I am under no disciplinary action for violation of codes of academic and student conduct and/or that I have no judicial cases pending which would invalidate my eligibility for exchange.

I hereby release information contained in my application, letters of recommendation, transcripts, and other information required as part of the NSE application process to my home NSE Coordinator, designee, and those individuals/committees responsible for reviewing and approving my application for exchange participation.

I hereby release information contained in my application, letters of recommendation, transcripts, and other information required as part of the NSE application process to the National Student Exchange Central Office and to the NSE host institution at which I am placed.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WAIVER: RIGHT TO ACCESS THE NSE RECOMMENDATION

In compliance with the Family Education Rights and Privacy Act of 1974, the candidate may have access to the recommendation submitted by a faculty/staff member on their behalf unless access is waived by completing the following statement:

|  |  |  |
| --- | --- | --- |
| I, |  | waive my right to access this evaluation. |

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LEGAL & STUDENT CONDUCT

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever been convicted of a felony? |  | Yes |  | No |

Are you on probation, parole, or have any legal judgments pending against you either inside or outside campus?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes |  | No | If yes, please explain. |

Are you currently under any campus disciplinary action for violation of codes of academic or student conduct?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes |  | No | If yes, please explain. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have any outstanding indebtedness to the campus? |  | Yes |  | No |

If you plan to exchange to a campus in Puerto Rico, you must be **certified for proficiency in Spanish**. If you plan to exchange to the Université de Montréal, Université de Sherbrooke, or Université du Québec à Montréal, you must be **certified for proficiency in French**. If English is not your first language, you must demonstrate proficiency in English for all other NSE locations. Language proficiency must be determined prior to placement.

I affirm that all information is complete, accurate, and true to the best of my knowledge. I acknowledge that I am signing freely, voluntarily, and under no compulsion.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPLICATION SUBMISSION SIGNATURE

I understand that:

* Participating in the National Student Exchange is a privilege and not a right
* Submitting an application is not a guarantee of application acceptance or placement
* I must, at all times prior to and during my exchange, meet the eligibility requirements (academic, behavioral, and financial) of the program and those of my home and host campuses, and that failure to do so will result in the cancellation of my exchange.
* If accepted for participation in the National Student Exchange, I agree to adhere to all the rules and regulations of both my home and host institutions. Failure to do so will result in the cancellation of my exchange.
* I, the undersigned, hereby authorize the National Student Exchange department to charge my ISU U-Bill for $250, to cover the NSE application fee

I affirm that all information is complete, accurate, and true to the best of my knowledge. I acknowledge that I am signing freely, voluntarily, and under no compulsion.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_