

Santa Barbara City College  
Admissions & Records

*Authorization for Release of Information to Third Parties*

Student's Name (please print) \_\_\_\_\_  
Last First Middle Initial

K \_\_\_\_\_ Phone \_\_\_\_\_ Previous Names (if any) \_\_\_\_\_

\*I hereby authorize Santa Barbara City College to release the following information from my SBCC academic records to:

\_\_\_\_\_  
*Please Print:* Third party (individual, company, organization)

- Current enrollment information, Semester \_\_\_\_\_
- Past enrollment information, Semester(s) \_\_\_\_\_ Year \_\_\_\_\_
- Scholastic Standing/GPA
- Other (specify) \_\_\_\_\_

Signature *X* \_\_\_\_\_ Date \_\_\_\_\_

Mail to this address       \* Pick up later  
\*Notification for pick up will be made via Pipeline email

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Office use only**

ID Verified \_\_\_\_\_ Date \_\_\_\_\_

- Requests will be processed within 5-7 business days and in the order in which they are received. **NOTE:** Verification requests for current or future semester enrollment will be processed after the add/drop deadline. See [www.sbcc.edu/calendar](http://www.sbcc.edu/calendar) for dates.
- Verifications will not be released until all financial obligations to the college have been cleared.
- Verification letters left in Admissions & Records for more than thirty (30) days will be discarded.
- Picture ID Required.** State and Federal regulations prohibit release of information without the student's written authorization.