Office of the Registrar
Student Data Request Form
For Outside Agencies, Businesses, and Organizations

Attention: Information provided to your office/department/organization MUST NOT be distributed to a third party.

Requesting Person

Name: _____   Organization: _____

Phone: _____   E-mail: _____

Data Format

☐ Excel file   ☐ CSV file   ☐ MS Word document   ☐ PDF document

☐ Other (specify): _____

Date Needed: _____/_____/_____   **Please allow at least 7-10 working days for requests.**

Description of Request
Please be as specific as possible.

List Sorting Order (i.e., sort by student name, ZIP code, etc.)

Sort first by: _____

Then sort by: _____

Additional sort instructions: _____

Prior to submitting this form, please review the Federal Educational Rights and Privacy Act (FERPA) and Directory Information page on the Office of the Registrar website. Requests that include e-mail address information will also be bound under the federal CAN-SPAM Act.

☐ I have reviewed the information listed above and agree to abide by the regulations specified under FERPA, the federal CAN-SPAM Act, and the University of North Carolina Wilmington.

Typical turnaround time for student data requests for outside agencies, businesses, or organizations is 7-10 working days. It is our policy that we only provide student data once per semester for a given organization.

Student data requests may be submitted online via e-mail, faxed to 910-962-3887, or mailed to the address below.

UNCW Office of the Registrar
601 South College Road
Wilmington, NC 28403-5618

(03/2010)