

**California State University, Northridge**  
**International and Exchange Student Center**  
**Third Party Consent Form**

California State University, Northridge requires written consent from students to authorize the release of student information and/or records to a third party in accordance with Family Educational Rights and Privacy Act (FERPA) of 1974.

Students who are unable to contact the IESC themselves may authorize friends or family members to contact us on their behalf. For identification purposes, the authorized third party must show a picture ID when visiting the IESC on behalf of the student.

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**Section A: To be filled out by student.**

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**Student's Name:** \_\_\_\_\_

**Student's ID# :** \_\_\_\_\_

**Third Party's Name(s):** \_\_\_\_\_

\_\_\_\_\_

**The third party is authorized to act on my behalf for the following:** *(Please check all that apply.)*

- Pick-up my document(s).  
Please specify which document: \_\_\_\_\_
- Drop-off my document(s).  
Please specify which document: \_\_\_\_\_
- Discuss my academic and/or immigration status with the IESC Staff:  
*(Please check all that apply.)*
  - in person
  - over the phone
  - by e-mail

**Student Acknowledgement:**

I give IESC permission to the above actions. I understand that I am responsible for submitting only complete requests to IESC. I also understand that I must follow-up with any actions that might be required of me once I receive the requested documents and/or information from IESC.

**Student's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Section B: To be filled out by Third Party when meeting with IESC Staff.**

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I have discussed the student's situation and/or picked-up and /or dropped off his/her document(s) at the IESC.

\_\_\_\_\_  
Third Party's Signature

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Third Party's Name (Please print)