



Official Transcript Release Authorization Letter

Dear Registrar,

I, the undersigned, submit authorization to release official transcript records to the Bellevue University Registrar Office, Bellevue, NE 68005.

I understand that by signing this authorization, I am waiving my rights of nondisclosure of student records under the Family Educational Rights and Privacy Act of 1974 (FERPA) for the Bellevue University Registrar Office only. I understand this release is for **official transcripts only** and is for a legitimate educational interest. I understand this release authorization may be placed in my record and will remain in effect until I cancel in writing.

My personal identifying information is:

Full Name:			
Former Name (If Applicable):			
Date of Birth:			
Social Security Number:			

Please mail the official transcript **directly** to the following address:

**Bellevue University
Attention: Registrar Office
1000 Galvin Road South
Bellevue, NE 68005**

Sincerely,

Authorization Signature (Required)

Date (Required)

Post-Secondary School Information

Please provide the following information regarding all post-secondary schools you have attended.

School Name: (include campus attended if applicable)	
City/State:	
Dates of Attendance:	
School Name: (include campus attended if applicable)	
City State:	
Dates of Attendance:	
School Name: (include campus attended if applicable)	
City State:	
Dates of Attendance:	
School Name: (include campus attended if applicable)	
City State:	
Dates of Attendance:	
School Name: (include campus attended if applicable)	
City State:	
Dates of Attendance:	

FREQUENTLY ASKED QUESTIONS

WHAT IS FERPA?

The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) prohibits access to, or release of, education records or personally identifiable information contained in such records.

WHY SHOULD I SIGN THIS FORM?

If you sign this form, you are granting Bellevue University the authorization to order your official academic transcripts on your behalf.

DOES EVERYONE NEED TO SIGN THIS FORM?

No. Students should only sign this form if they want Bellevue University to order their official transcripts on their behalf.

WHAT TYPES OF INFORMATION WILL BE RELEASED TO THE DESIGNATED PARTIES IF I SIGN THIS RELEASE?

Education records as designated under FERPA may be released upon request by designated parties. (PLEASE NOTE: This form does not give another party the right to act on your behalf).