

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.sbccc.edu/calendar](http://www.sbccc.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.

TIPS

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 \_\_\_\_\_

On this line, write the name of the person or organization you will give the document to.

If you want to receive via email, check this box and write your Pipeline email address.

Santa Barbara City College to release the following information from my SBCC academic records to:

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

Please Print: Third party (individual, company, organization)

If you need something other than what is listed, choose other and write what you need. Example: "Tuition receipt with school seal"

- Current enrollment
- Past enrollment in
- Scholastic Standing
- Other (specify) \_\_\_\_\_

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

Office use only  
ID Verified \_\_\_\_\_ Date \_\_\_\_\_

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