California State University, Dominguez Hills
International Student Services (ISS)
Third Party Consent Form

California State University, Dominguez Hills 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 International Student Services (ISS) 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 ISS on behalf of the student.

Section A: To be filled out by student.

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 ISS Staff:
   (Please check all that apply.)
   ☐ in person
   ☐ over the phone
   ☐ by e-mail

Student Acknowledgement:
I give ISS permission to the above actions. I understand that I am responsible for submitting only complete requests to ISS. 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 ISS.

Student’s signature: ________________________________ Date: ____________

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

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

__________________________________________ __________________________
Third Party’s Signature Today’s Date

__________________________________________
Third Party’s Name (Please print)