

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) STUDENT IMMIGRATION RECORDS REQUEST FORM

In accordance with the Family Educational Rights and Privacy Act (FERPA), the University of Notre Dame allows all eligible students to review their education records, including their immigration record. Any student wishing to review his or her immigration record, or who wishes to request a photocopy from the record, must complete this Request Form, listing the specific item(s) the student wishes to review and/or request as a photocopy. **Please return the completed form to the Immigration Services Office (121 Main Building, Fax: (574) 631-9698).**

Students wishing to review any non-immigration related records must submit the FERPA form from the GC's Website <http://www.nd.edu/~gencoun/resources/documents/FERPA.1.pdf> to the **Office of the Vice President and General Counsel (203 Main Building, Fax: (574) 631-8233).**

Records will be made available within forty-five (45) calendar days of receipt of this Request Form. Please refer to the University's "Student Records Policies and Procedures" for complete information regarding FERPA.

STUDENT NAME

"900/901" STUDENT ID NUMBER

OTHER NAMES USED AT NOTRE DAME

DATE OF BIRTH

IMMIGRATION STATUS AT ND

SCHOOL/COLLEGE ENROLLED

YEAR/EXPECTED YEAR OF DEGREE

CURRENT EMAIL ADDRESS

CURRENT TELEPHONE NUMBER

CURRENT ADDRESS

CURRENT FAX NUMBER

PLEASE LIST THE SPECIFIC IMMIGRATION RELATED RECORDS REQUESTED AND WHETHER YOU WISH TO REVIEW THEM OR TO OBTAIN A PHOTOCOPY. (e.g., copies of I-20s/DS-2019s, passport, F-1/J-1 visa, I-94 Arrival Departure Record, etc.)

ITEM(S) REQUESTED:

REVIEW ONLY/PHOTOCOPY:

HOW DO YOU WISH TO RECEIVE THE DOCUMENTS REQUESTED? FAX MAIL PICK-UP

STUDENT SIGNATURE

DATE OF REQUEST

Office Use Only		
Date Received: _____	Date Processed: _____	Staff Member: _____