

Request for Confidentiality of Student Directory Information

Student record information is confidential and private. In accordance with FERPA, the University does not release student record information without prior written consent of the student except where permitted by law. FERPA allows for the release of "directory information" items without prior student consent. To keep your student directory private you must sign this form and return it to the Verifications Division of the appropriate registrar's office listed below. Rutgers defines directory information to be the following:

Name	Permanent (home) telephone number	Dates of degrees
Campus address	School of attendance	Weight and height of intercollegiate athletes
Campus post office address	Major field of study	Most recent previous school attended
Campus telephone number	Class year	Honors and awards
Date of Birth Not released except as required by law or as a validation of positive identification of a student when furnished by a person making an inquiry	Dates of attendance	Participation in officially recognized activities
Rutgers e-mail address	Current credit load	Internships (Applies only to RBHS graduate and professional schools)
RUCS user name / NetID	Credit hours earned	Residency or other post-completion placements (Applies only to RBHS graduate and professional schools)
Permanent (home) address	Degrees received	

**Student Attestation:** I have read this form carefully and understand the consequences of my decision to prevent release of my directory information. I understand this form:

- suppresses my information verbally and in printed form (i.e. campus directory, Web directory, Commencement Program);
- does not prevent disclosure to personnel within the University or a lawfully issued subpoena;
- will make information unavailable to prospective employers, insurance companies, and others to whom I may want this information known or verified; and
- is applicable until such time as I request that it be revoked that I must initiate this option by filing a request to "Release Directory information" with photo identification.

Name (Please print): \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 (signature) (student ID#) (date)

New Brunswick Campus  
 Verifications Division  
 Office of the Registrar  
 Records Hall  
 620 George Street  
 Room 139  
 New Brunswick, NJ 08901  
 Phone: 848-445-2738  
 Fax: 732-445-5948

Camden Campus  
 Verifications Division  
 Office of the Registrar  
 Armitage Hall  
 311 North 5<sup>th</sup> Street  
 Camden, NJ 08102-1499  
 Phone: 856-225-6053  
 Fax: 856-225-6453

Newark Campus  
 Verifications Division  
 Office of the Registrar  
 249 University Avenue  
 Blumenthal Hall  
 Newark, NJ 07102-9286  
 Phone: 973-353-5324  
 Fax: 973-353-5324

Rutgers Health  
 Office of the Registrar  
 Verifications Division  
 65 Bergen Street  
 Suite 1441  
 65 Bergen Street  
 Newark, NJ, 07101  
 Phone: 973-972-5374  
 Fax: 973-972-5320

By Registrar Staff Member: \_\_\_\_\_

For questions about your directory information, this form, and FERPA, please contact University Ethics and Compliance at (973) 972-8000 or at FERPARU@rutgers.edu.