

**California State University, Northridge
International and Exchange Student Center
Student Consent for Document Drop off/Pick Up by Third Party**

California State University, Northridge requires written consent from students to authorize the release of student records to a third party in accordance with Family Educational Rights and Privacy Act (FERPA) of 1974.

Students who are unable to drop off or pick up documents from IESC may authorize friends or family members to drop off or pick up documents on the student's behalf. The authorized third party must show picture ID and sign for the document at the time of pick up.

Section A: To be filled out by Student

Student Name: _____

Student I.D. # _____

Student Acknowledgement:

I request that the documents listed as follows:

be accepted on my behalf and/or handed over to the following individual whose name is: _____.

I am responsible for submitting complete applications to IESC.

I understand that I must sign my I-20 as soon as I receive it. I am required to submit a copy of the signed and/or stamped I-20 to IESC as soon as possible. I am also required to submit any other copies as applicable to IESC as soon as possible.

I understand that I may be required to submit my I-9 and Clearance Forms in person to Human Resources.

Student signature: _____

Section B: To be filled out by Third Party

I have picked up _____ 's documents.
(Student's Last name, First name)

Last Name, First Name

Today's Date

Signature

RR 10/21/09