Directions for Authorizing CU Boulder to Release Information to the Kuwait Cultural Office

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student education records. (More information: http://www.colorado.edu/registrar/students/records/ferpa). In accordance with FERPA, we cannot release any non-directory information without permission from the student. Some examples of non-directory information include immigration information, class schedule, and grades.
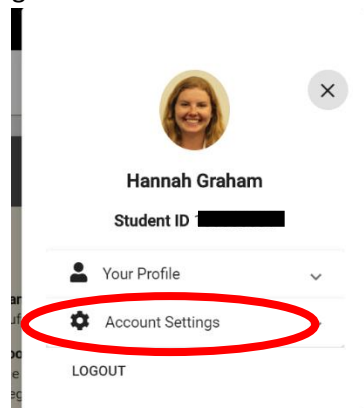
By filling out this form, you are giving us permission to release some non-directory information to your sponsor.

Here are directions for filling out this form:

1. Log in to Buff Portal
2. On the top, right side of the screen, click on this symbol:

3. Click "Account Settings"

4. Under "Account Settings," click on "Profile and Privacy"
5. Click "FERPA Release"

6. You may read the information on this page to get a deeper understanding about FERPA and what it means for you as a student.

7. Scroll all the way down and click "Authorize/Edit FERPA Consent to Release" in the bottom left corner.

8. You will be sent to a page that explains that you have the ability to choose what is released and to whom it is released. You can click on "Boulder directory information" for more specific information on FERPA at CU Boulder.

9. **At the bottom of this page is the actual form that you will fill out**. Read the information under "FERPA Consent to Release Student Information.

10. Please click "Authorized Third Party-Organization"

11. **For "Organization" please use the drop down to select "Consulate General of Kuwait."**

12. **For "Authorization Phrase," please use your ID number from your sponsor**. This number may be found in your financial guarantee. By using your ID number from your sponsor as your password, it makes it easier for your sponsor to request information. **You will not be able to save unless you enter a password.**

13. **We suggest you select "All Education Records."** This includes the financial, academic, and immigration information your sponsor needs but does not include Wardenburg Health Records, Housing Information, or Honor Code Violations.

14. Click "Save" in the bottom right corner

15. If the form has saved correctly, you will be sent to a page that says "The Save was successful"