

# Directions for Authorizing CU Boulder to Release Information to the Embassy of Oman

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.

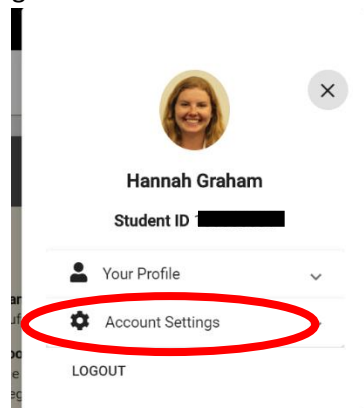
By filling out this form, you are giving us permission to release some non-directory information to your sponsor.

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"

Profile
 Hannah Graham
▼ Contact Information
CU Guest Access
<b>FERPA Release</b>
Security Passphrase
Addresses
Email Addresses

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”

The screenshot shows the 'FERPA Release Information' form. At the top, there are two radio buttons: 'Authorized Third Party - Individual' and 'Authorized Third Party - Organization'. The second option is selected and circled in red. Below this, there is a label 'Organization' followed by a dropdown menu currently showing 'Select'. Further down, there is a field for '\*Authorization Phrase' with a warning note 'WARNING! DO NOT USE A LOGIN PASSWORD'. Below that is a checkbox for 'Never Expires' which is checked. At the bottom, there are three checkboxes: 'All Education Records', 'Financial Record Only', and 'Academic Record Only'. At the very bottom are two buttons: '+ Add' and 'X Delete'.

11. For “Organization” please write use the drop down to select “...Other...”

This screenshot is similar to the previous one, but the dropdown menu for 'Organization' now shows '...Other...' and is circled in red. The rest of the form, including the 'Authorization Phrase' field, the 'Never Expires' checkbox, and the record type checkboxes, remains the same.

12. For “if other:” please write “Embassy of Oman”

This screenshot shows the form with the 'if other:' field filled out. The 'Organization' dropdown still shows '...Other...'. The text 'EMBASSY OF OMAN' has been entered into the 'if other:' text field. The rest of the form, including the 'Authorization Phrase' field, the 'Never Expires' checkbox, and the record type checkboxes, remains the same.

13. 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.**
14. 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.

FERPA Release Information

☒ Authorized Third Party - Organization ☐ Authorized Third Party - Individual

Organization

if other:

\*Authorization Phrase  WARNING! DO NOT USE A LOGIN PASSWORD

☒ Never Expires

☒ All Education Records ☐ Financial Record Only ☐ Academic Record Only

15. Click “Save” in the bottom right corner

FERPA Release Information

☒ Authorized Third Party - Organization ☐ Authorized Third Party - Individual

Organization

if other:

\*Authorization Phrase  WARNING! DO NOT USE A LOGIN PASSWORD

☒ Never Expires

☒ All Education Records ☐ Financial Record Only ☐ Academic Record Only

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

University of Colorado Boulder

FERPA Restrictions > Save Confirmation [Return To FERPA Restrictions Summary](#)

Hannah Graham

✓ The Save was successful.