



Office of the Registrar
Division of Student Affairs
University of Victoria
PO Box 3025 STN CSC
Victoria BC V8W 3P2
Canada

Permission to Release Information and Authorization to Act on My Behalf

Under the *British Columbia Freedom of Information and Protection of Privacy Act*, the University of Victoria requires the student's consent to release any information pertaining to the student record, or to conduct student-related business, with anyone other than the student owner of the record.

Complete this form to authorize another individual to have access to your records and/or be able to conduct student-related business with the offices below on your behalf. The form can be submitted to any of the offices below, and must be sent using the preferred email address you have on file with UVic.

Please note that the authenticity of this form will be verified before any information or services are provided to the Proxy listed below.

Student Support Services Main floor, University Centre Email: studentsupport@uvic.ca Fax: 250-721-6225 Questions? 250-721-8121	Graduate Admissions & Records Second floor, University Centre Email: garo@uvic.ca Fax: 250-472-5420 Questions? 250-472-4657	Student Awards & Financial Aid Second floor, University Centre Email: finaid@uvic.ca Fax: 250-721-8757 Questions? 250-721-8423
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Student Information	Student Number	Date of Birth (DD-MMM-YY)
	First Name(s)	Last Name(s)
	Student's signature (hand-written)	Current Date

Proxy Information	First Name(s)	Last Name(s)
	Relationship of Proxy (e.g. Father, Sister, Friend)	
	Email	Phone
	Effective from (DD-MMM-YY)	Effective to (DD-MMM-YY)

Office use only

Last updated: Aug 2020

Date Received:

☐ Not Verified
☐ Verified

Date:
Initials:

SOAFOLK updated on: