UNIVERSITY OF ILLINOIS CHICAGO – Office of Student Financial Aid and Scholarships
UIC Portal: https://my.UIC.edu -- Email: money@uic.edu -- Phone: (312) 996-3126

2025-2026 FERPA Release Form-Scholarships

FERPA: Purpose of This Form

Pursuant to the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, the University cannot disclose personally identifiable information contained in the student's education records without the student's written consent, except to the extent that FERPA authorizes disclosure without consent. A parent does not have the automatic right to view his/her child's records without the expressed written consent of the student, unless that parent can provide proof that the student is still a dependent for income tax purposes.

Students may grant any third party (e.g., spouse, parent, and/or sponsor) permission to access his/her education records or any portion thereof by completing this form and returning it to the appropriate department.

Section A – FERPA Release (Please Print Clearly)

Please note that this consent only permits the disclosure of records maintained in the office/unit/department indicated below. As such, records maintained in other offices will not be disclosed due to this authorization.

I, _____ **(print),** authorize the release of all my records maintained by the Office of Student Financial Aid and Scholarships at the University of Illinois Chicago (UIC).

To (person(s) or scholarship agency/foundation to whom disclosure should be made):

_____ _____

_____ _____

Section B – Student Authorization and Signature

In giving this authorization, I knowingly and willingly waive all privacy and confidentiality rights to which I am entitled under Federal, State or Local law or under University rules, regulations, statutes, or policies. I further agree to hold the Board of Trustees of the University of Illinois, its officers, employees, representatives, agents and assigns free and harmless from any and all lawsuits or causes of action which may arise as a result of this authorization. I further understand that the FERPA request will remain valid unless revoked. I may revoke this consent at any time upon written notice to the office/unit/department indicated above.

_____

Student's Signature **Date**

NOTE: Signatures cannot be typed or stamped. They must be a signature.

Section C – Submission Instructions

1. Complete this entire worksheet and upload on the UIC Portal.
   a. Login to the UIC Portal at https://my.UIC.edu
   b. Click on the "Student" tab
   c. Click on "Financial Aid Menu"
   d. You should then be on the Financial Aid "Home" tab
   e. Choose the 2025-2026 Award Year
   f. Under Unsatisfied Requirements, click "Choose File" (If the requirement is not listed, contact your Financial Aid Counselor at https://financialaid.uic.edu/faq/contact-us/ to have the requirement added)

For additional upload instructions, please visit https://docs.financialaid.uic.edu/docs/PDF_upload_guide.pdf.

ENTER YOUR 9-DIGIT **UIN**

2526 **FRPS−E** **B**