

TRANSCRIPT RELEASE

Sponsor name: _____

Missouri University of Science and Technology (Missouri S&T) has received authorization from a third party (sponsor) that they will pay all or part of your eligible tuition and fees. As an international sponsored student, you may be required to provide a mid-term grade report and an official transcript to your sponsor at the end of each semester.

Missouri S&T requires written authorization from you to release your academic record to your sponsor. By submitting this form, you are giving permission to Sponsored Student Services to obtain and release your mid-term grade report and transcript to your sponsor as needed, both for academic reports and/or reports from the Intensive English Program.

This release will remain in effect throughout your attendance at Missouri S&T and/or the Applied Language Institute at Missouri S&T. Should your sponsorship status change or if you would like to cancel this permission, please submit written notice to Sponsored Student Services.

Name: _____
Last/family name First/given name Middle name

S&T student ID number: _____ **Date of birth:** _____

Current address: _____
Address City, State, Zip code

Email: _____ **Phone number:** _____

Enrollment status: Currently enrolled on campus Last enrolled (year): _____

This form is only to be used for sending mid-term grade reports and official transcripts to your sponsor. Should you require a transcript for personal use, please contact the Office of the Registrar in 103 Parker Hall to make this request.

By signing below, I give Sponsored Student Services permission to request my mid-term grade report and official transcript from the Registrar and send to my sponsor as required. I understand that this permission remains in effect for the duration of my sponsorship unless I make a written request to cancel it.

Signature: _____ Date: _____



INFORMATION RELEASE

As a student at Missouri University of Science and Technology (Missouri S&T), you retain primary responsibility for the full payment of your student account. Missouri S&T has received authorization from a third party (sponsor) that they will pay all or part of your eligible tuition and fees. Missouri S&T requires written authorization from you to release your information to your sponsor.

In accordance with the Family Educational Rights and Privacy Act (FERPA) and University of Missouri Collected Rules, this form allows a student to grant a sponsoring agency and that agency's staff and personnel, access to their educational records, immigration records, and billing records which are maintained by the University. This will include, but is not limited to, information about your academic performance, disciplinary proceedings, billing information, health and wellness, and legal issues.

International Affairs wants your experience at Missouri S&T to be successful. We maintain close contact with your sponsor to make sure we are fully aware of the guidelines of your scholarship.

If your sponsorship is changed or canceled for any reason, you are responsible for any unpaid amounts due to Missouri S&T. Future sponsorships are not allowed until current sponsorships are paid in full. Students cannot enroll in future semesters, receive transcripts, or diplomas until all charges on their Missouri S&T account are paid in full. As a Missouri S&T student, I accept the responsibility for all unpaid amounts due to Missouri S&T.

All permissions granted will stay in effect until revoked in writing by the student.

By signing below, you are requesting Missouri S&T bill your sponsor and release information to the sponsor as stated above for the duration of your enrollment at Missouri S&T.

Student ID # _____ Date: _____

Last Name: _____

First Name: _____

Name of Sponsoring Agency: _____

Signature: _____