



ENROLLMENT SERVICES • LONG ISLAND UNIVERSITY

- LIU POST WWW.LIU.EDU/POST/ENROLLMENT SERVICES
- LIU BROOKLYN WWW.LIU.EDU/BROOKLYN/ENROLLMENT SERVICES

Transcript Release Authorization

I, \_\_\_\_\_ ID: \_\_\_\_\_  
(print full name) (enter student ID number)

hereby authorize LIU Post Registrar’s Office to release copy(s) of my academic transcript to the following person:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Relationship to student (e.g. parent, guardian, spouse, etc.): \_\_\_\_\_

STUDENT’S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SPACE BELOW FOR USE OF NOTARY:

IMPORTANT NOTES:

- Student’s written and notarized signature must appear on the line above unless the form is being submitted by the student in person at Enrollment Services and ID is shown.
- The person named above as authorized to pick up transcripts will be asked to present photo ID in order for the transcript(s) to be released to them.

To be Completed at Enrollment Services:

RELEASE INFORMATION:

Released to: \_\_\_\_\_ Date: \_\_\_\_\_  
(print full name)

SIGNATURE: \_\_\_\_\_