Requests can be mailed, emailed or submitted in person to the Registrar’s office.

Normal processing time is **3-5 business days**. (There is currently no charge for this service.)

Completed requests can be mailed/emailed/faxed or picked up by the person they are issued to.

Idaho State University, in compliance with the Family Education Rights and Privacy Act (FERPA) is responsible for protecting and maintaining the privacy of student records and judiciously evaluating requests for release of information from those records. In signing this release form you are authorizing the ISU Office of the Registrar to release personal, identifying information including but not limited to: class schedules, number of credits, and expected graduation date.

Student Name_____________________________  ID#_____________________________

Student Phone Number_____________  Expected Graduation Date____________________

Student Signature_____________________________  Date_____________________________

Please select the enrollment information to be verified and method you would like us to use to respond.

_____ In-School Deferment for Student Loans  
**Expected graduation date____________________** (Month & Year)  
Name/Address/Email of Student Loan Company:  
_________________________________________  or Pick up: ☐

_________________________________________  

_____ Degree Verification  
Name/Address/Email where information is to be sent:  
_________________________________________  or Pick up: ☐

_________________________________________  

_____ Current Enrollment  
Name/Address/Email where information is to be sent:  
_________________________________________  or Pick up: ☐

_________________________________________  

Additional comments or requests:  ________________________________________________

___________________________________________________  ______________________

(Revised 06/2022)