

Santa Barbara City College

Admissions & Records

Authorization for Release of Information to Third Parties

Student's Name (Please print): _____
First Name Middle Initial Last Name

K Number _____ **Date of Birth:** _____

Previous Names (if any): _____

* I hereby authorize Santa Barbara City College to release the following information from my SBCC academic records to (if the request is not being sent directly to you or picked up by you:

Please print: Third Party (Individual, Company, Organization, etc.)

Choose the information to be Released to the Third Party:

Current enrollment term in progress (example: Fall 2026): _____

Other (please specify): _____

Pick one:

Pick up at ___ Schott or ___ Wake campus (Note that email notification will be sent via your Pipeline address.)

Email at (please print): _____

Mail to (please print): _____

- Verifications will not be released until all financial obligations to the college have been cleared.
- Verification letters left in Admissions & Records for more than thirty (30) days will be discarded.
- Picture ID Required. State & federal regulations prohibit release of information without student's written authorization.
- Requests will be processed within 5-7 business days and in the order in which they are received.

NOTE: Verification requests for current or future semester enrollment will be processed after the add/drop deadline.

NOTE: Requests only include classes whose add/drop deadline has passed; ate start classes may not be included.

Student Signature: _____ **Date:** _____

Office use only

ID Verified: _____ Date: _____ Notes: _____