

Investigator Request Instructions

REQUESTING STUDENT INFORMATION

All student educational record requests from investigators (federal, state, or local) **must** be made through the University Registrar's Office. All investigators are required to fill out the Investigator Request Form in its entirety and return it along with a student signed Consent to Release Information Form and a copy of their business card with badge number. Forms should be faxed to the University Registrar's Office. This information will be stored on a secure server.

The University Registrar's Office:

- Will check that the student-signed Consent to Release Information Form has not expired;
- Will provide the requested educational record information (i.e. academic transcript);
- Will provide an investigator receipt that authorizes the University to provide information. This receipt expires after **30 days**;
- Will not provide names or contact information for references (instructors, advisors, etc.); students/alumni must supply this information directly to the investigator.

Before contacting university staff or faculty:

- Investigators must email a copy of the investigator receipt, credentials, and the student-signed Consent to Release Information Form to each staff or faculty member they would like to contact.
- Upon receiving the investigator receipt, university staff or faculty will be free to discuss *subjective* information not pertaining to a student's academic record (i.e. personal observations about the student based on their particular interactions with said student).
- University staff and faculty are not permitted to discuss or give out any educational record under any circumstances; all educational records must be requested and obtained through the University Registrar's Office.

Understanding Carnegie Mellon University Transcripts:

To view a full transcript legend, please visit www.cmu.edu/hub/registrar/student-records/transcripts/legend.html.

- 3 units are equal to 1 credit hour of work.
- The minimum course load for full-time enrollment is 36 units.
- The minimum course load for half-time enrollment is 18 units.
- Spring semesters are January-May.
- Summer semesters are May-August.
- Fall semesters are August-December.

Investigator Request Form

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I. STUDENT INFORMATION

Student Name: _____
Last First/Preferred MI

Student ID Number: _____ Date of Birth: _____
MM/DD/YYYY

Other names used (if applicable): _____

Attended before 1990? Yes No

II. INVESTIGATOR INFORMATION

Name: _____
Last First MI

Job Title: _____ Agency: _____

Phone Number: _____ Fax: _____

Email Address: _____

III. INFORMATION REQUESTED

Check boxes next to the information you are requesting.

Transcript Other (Please specify): _____
Due to staff working remotely, we are only providing unofficial transcripts at this time.

Intended faculty/staff reference(s):

Preferred Method of Delivery: Fax Fax DoD SAFE

URO USE ONLY

Request Processed
Initials/Date: _____

Sent to Investigator
Initials/Date: _____