

## 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](http://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

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**II. INVESTIGATOR INFORMATION**

Name: \_\_\_\_\_  
*Last First MI*

Job Title: \_\_\_\_\_ Agency: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

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**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

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**URO USE ONLY**

Request Processed                       Sent to Investigator  
Initials/Date: \_\_\_\_\_                      Initials/Date: \_\_\_\_\_