

**New Jersey Institute of Technology**  
**Request to Prevent Disclosure of Directory Information**

The Family Educational Rights and Privacy Act (FERPA) designates certain information related to students as "Directory Information" and gives the University the discretion to disclose such information to anyone inquiring without having to ask students for permission, unless students specifically request in writing that such information not be made public without their written consent.

NJIT classifies Directory Information as follows:

*student's name, address, telephone listing, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.*

NJIT may release Directory Information unless the student instructs the University to restrict the release of this information by submitting this form, signed and dated.

Please consider very carefully the consequences of restricting the release of Directory Information. Should you decide to inform NJIT not to release Directory Information, requests from non-University persons or organizations will be refused. The University will honor your request to withhold Directory Information, but cannot assume responsibility to contact you for subsequent permission to release information. Moreover, your name will not appear in any printed programs or posted in listings associated with Deans Lists or the Commencement Program.

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**I have carefully read the information above and request that NO Directory Information be disclosed to third parties by New Jersey Institute of Technology without prior written permission from me, except as required by law or legal process.**

**If under 18, a parent or guardian must sign this form.**

**This authorization remains in effect until revoked in writing by me.**

Student's Printed Name: \_\_\_\_\_

NJIT Student ID#: \_\_\_\_\_ Student's Cell Phone: \_\_\_\_\_

NJIT Email: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Student must present this form in person with a photo ID to the Office of the Registrar located in the Student Mall.**