



Third Party Access Permission Form – Office of Admissions

Please print and complete a form for EACH third party to whom you wish to permit access. Please upload your documents to the Virtual Drop Box at go.yorku.ca/virtual-dropbox.

Student Information		
Student Number	Telephone	
Student's Name	E-mail	
Street Address		
City	Province	Postal Code

York University adheres to strict privacy policies and will not disclose any aspect of an applicant's admission file to a third party. However, applicants may choose to allow a third party, such as a parent or an educational consultant, to have access to their admission file. In such instances, the Office of Admissions requires signed permission before any applicant information is released.

- I consent to the disclosure by York University of personal information about my application to York University to the person named below.**
 Personal information includes but is not limited to: name, address, date of birth, admission decision, Ontario Education Number, program choice, entering grade point average, payment of application fee, transcripts, course descriptions, language proficiency, letters of reference, statement of activities, supplementary information forms, previous secondary school records, previous postsecondary records, pre-university bridging courses and previous degrees/diplomas/certificates.

Third Party Information		
Name	Telephone	
Relationship to Student	E-mail	
Street Address		
City	Province	Postal Code

NOTE: Third parties cannot make changes to your academic record. To receive or pick-up items on your behalf, the third party must present photo ID **each time**.

EXPIRY: The longest period of time a student may permit access to a third party is one academic year (September to August) or August 31 of the current year, whichever comes first. This access permission expires on **August 31** unless you specify an earlier date below.

This authorization is effective from ____/____/____ until ____/____/____.
DD MM YYYY DD MM YYYY

Student's Signature	Date
Third Party's Signature	Date

Protection of Privacy: Personal information in connection with this form is collected under the authority of *The York University Act, 1965* for educational, administrative and statistical purposes. The information will be used to process your enrolment and registration in academic programs; to record and track your academic progress; and for related record-keeping purposes. If you have any questions about the collection, use or disclosure of this information by York University, please contact: Manager, Student Client Services, W120 Bennett Centre for Student Services, York University, 4700 Keele Street, Toronto, ON M3J 1P3. (416) 872-9675