



# Student Confidentiality Change Request

This Request governs the release of Directory Information as defined in the Student Records Policy.

This information currently includes:

- Name
- Major field of study
- Enrollment Status (Full-time, 3/4, 1/2, or less than half-time)
- Dates of attendance (matriculation and withdrawal dates)
- Degrees and awards received (type of degree and date granted)
- Participation in officially recognized activities and sports, and weight and height of members of athletic teams

Pursuant to the Family Educational Rights and Privacy Act (FERPA) of 1974,

I, \_\_\_\_\_ request that a Confidential Indicator be:

**Placed on my UNM Student Account**

This prevents UNM from releasing Directory Information as defined above without your consent. If future employers, institutions, or other inquirers contact the University, we will be unable to confirm your attendance, graduation, or other information about you without your specific written consent.

This will also prevent release to you by phone or email without written consent or verification of state issued photo ID (drivers license, passport, military ID, etc.).

**Removed from my UNM Student Account**

This allows UNM to release Directory Information as defined above without your specific consent, it does not require the University to do so.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
UNM ID. Number:

\_\_\_\_\_  
Date

Submit the completed Student Confidentiality Change Request:

**NOTE:** if submitting by Mail or Fax, you must include a legible copy of a state issued photo ID (passport, drivers license, military ID, LoboCard).

By Mail:  
Attn: Student Confidentiality  
Office of the Registrar  
MSC11 6325  
1 University of New Mexico  
Albuquerque, New Mexico 87131-0001

Drop Off:  
Attn: Student Confidentiality  
Office of the Registrar  
Mesa Vista Hall - North  
  
Fax to: 505.277.6809

If you have additional questions, contact the Registrar's Office at 505.277.8900 or [unmreg@unm.edu](mailto:unmreg@unm.edu)

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**OFFICE USE ONLY:**

Processed By: _____ Date: _____
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