



## Third Party Access Permission

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](http://go.yorku.ca/virtual-dropbox).

Student Information		Third Party Information	
Student Number	Name		
Student's Name	Relationship to Student		
Street Address	Street Address		
City Province Postal Code	City Province Postal Code		
Telephone	E-Mail		
Telephone	E-Mail		

Check the appropriate box(es) below to indicate which portion(s) of your record you are permitting the third party identified above to access:

Registrar's Office Information	Student Financial Services Information
<input type="checkbox"/> Complete Student Academic Record	<input type="checkbox"/> Complete Student Financial Record
<input type="checkbox"/> Course Enrolment Status	<input type="checkbox"/> Student Financial Account Details
<input type="checkbox"/> Degree Audit/Graduation Status	<input type="checkbox"/> Student Financial Account Balance
<input type="checkbox"/> Grades/Academic Status	<input type="checkbox"/> Scholarships, Awards, Bursaries
<input type="checkbox"/> Transcript/Diploma orders	<input type="checkbox"/> Financial Petitions
<input type="checkbox"/> RESP Documents	<input type="checkbox"/> <b>Financial Aid Options</b>
<input type="checkbox"/> Immigration Status	<input type="checkbox"/> Loan/Grant document pick up
<input type="checkbox"/> Academic Petitions	<input type="checkbox"/> Financial Aid correspondence pick up
	<input type="checkbox"/> Discuss the details of my file

**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**.

**OSAP:** According to government regulations, in order to sign on your behalf or negotiate Ontario loan or grant funding for part-time students, a third party must have this form in addition to an HRSDC Power of Attorney and an Ontario Power of Attorney form. Form can be downloaded here:

[https://www.canada.ca/content/dam/canada/employment-social-development/migration/documents/assets/portfolio/docs/en/student\\_loans/forms/hrsd\\_power.pdf](https://www.canada.ca/content/dam/canada/employment-social-development/migration/documents/assets/portfolio/docs/en/student_loans/forms/hrsd_power.pdf) and [http://www.canlearn.ca/eng/common/documents/forms/ontario\\_power.pdf](http://www.canlearn.ca/eng/common/documents/forms/ontario_power.pdf)

To authorize the release of information from your OSAP file to a third party, you must update your OSAP profile by adding the name and date of birth of the individual(s) through your OSAP Online account at [www.ontario.ca/osap](http://www.ontario.ca/osap)

**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, Registrarial Services, W120 Bennett Centre for Student Services, York University, 4700 Keele Street, Toronto, ON M3J 1P3, (416) 872-9675