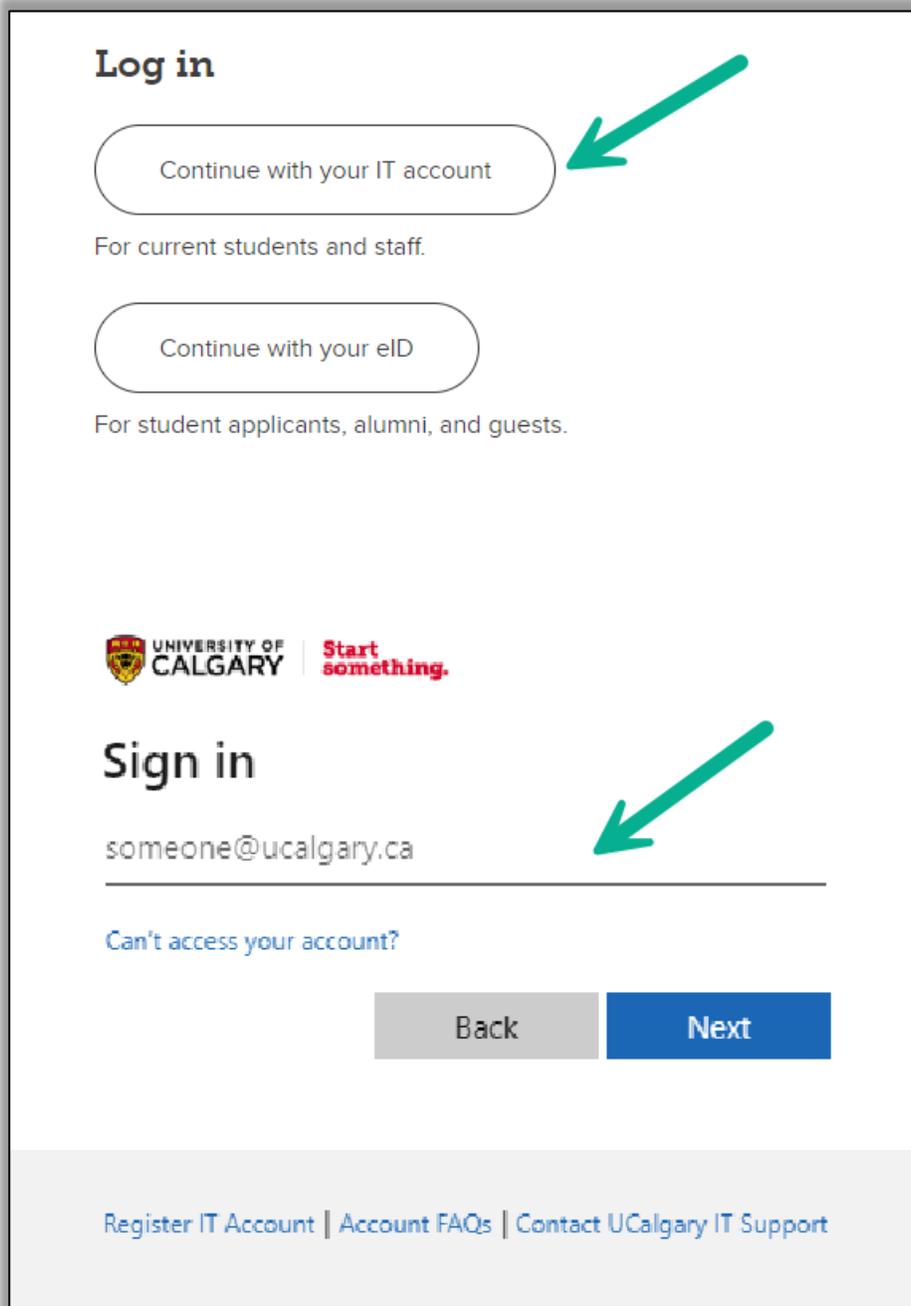


Third-Party Authorization processing time: 3 – 5 business days (may vary with peak seasons).

There are two methods of submitting a third-party authorization (TPA) depending on if you are an applicant (have not paid deposit or accepted offer) or a current student (enrolled in UofC courses).

NOTE: Applicants TPAs will be valid through August 31 of your application year. Once enrolled in courses, the student can re-submit a TPA through a service request for any length of time.

1. Log into your UofC Student Portal (my.ucalgary.ca)



Log in

Continue with your IT account

For current students and staff.

Continue with your eID

For student applicants, alumni, and guests.

 UNIVERSITY OF CALGARY | Start something.

Sign in

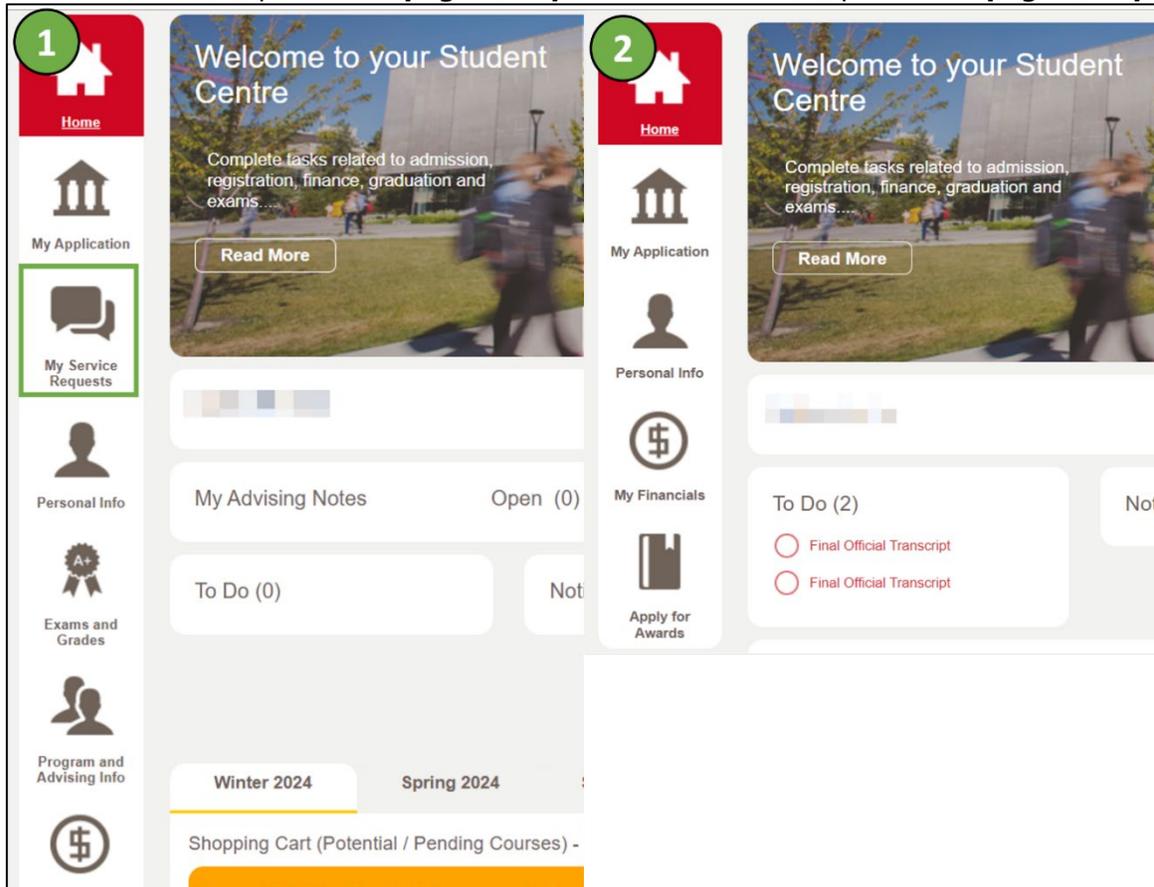
someone@ucalgary.ca

[Can't access your account?](#)

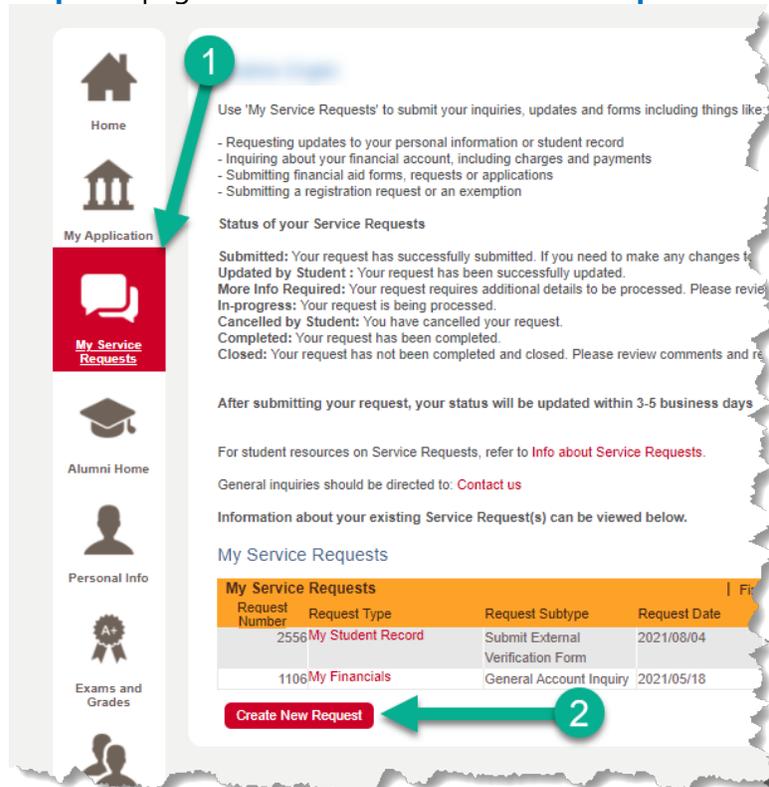
Back Next

[Register IT Account](#) | [Account FAQs](#) | [Contact UCalgary IT Support](#)

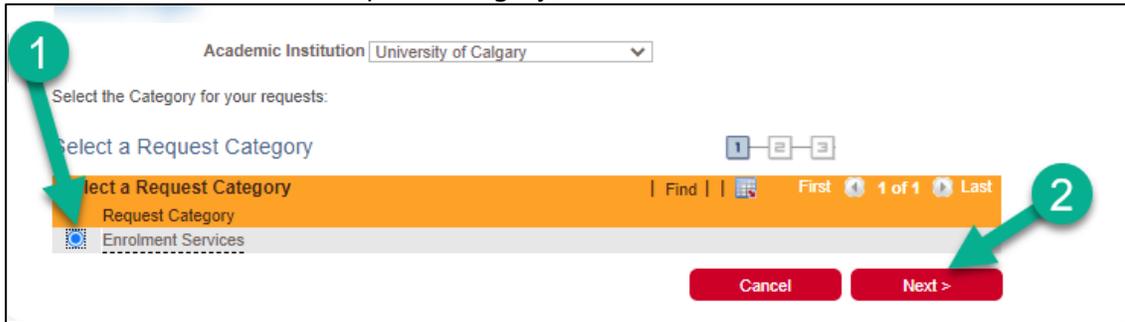
2. If your Portal looks like **(1)**, proceed to **page 2, step 3**. If it looks like **(2)**, proceed to **page 5, step 14**.



3. Select the **My Service Requests** page and click on the **Create New Request** link.

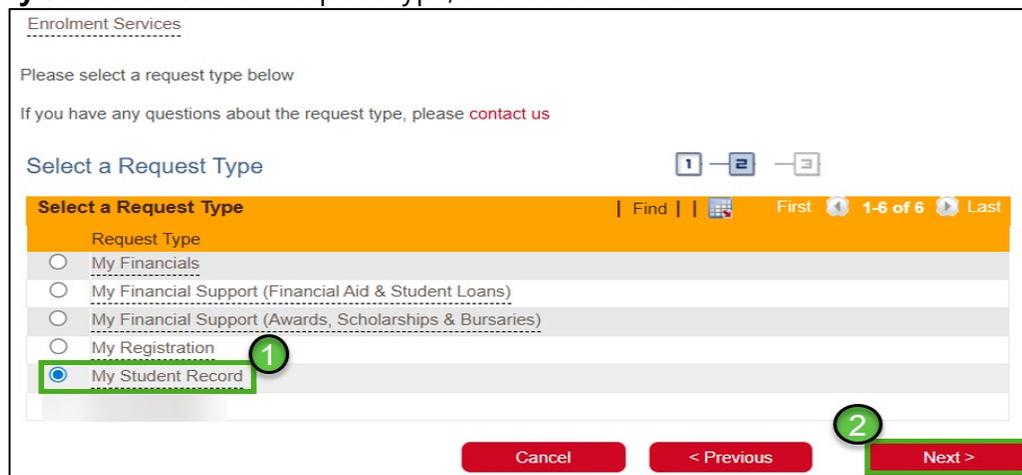


4. Select the **“Enrolment Services”** Request Category, then select **Next**.



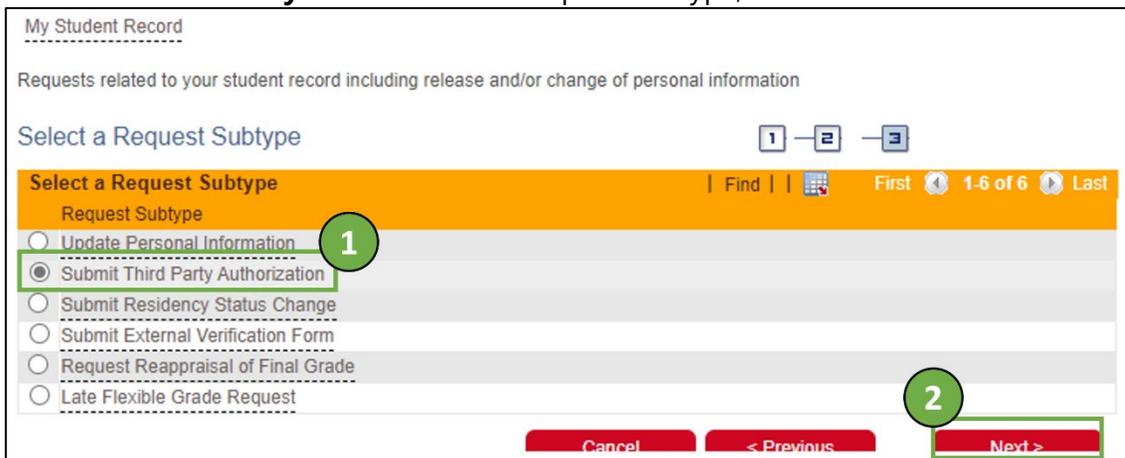
The screenshot shows the 'Academic Institution' dropdown set to 'University of Calgary'. Below it, the text 'Select the Category for your requests:' is followed by 'Select a Request Category'. A list of request categories is displayed, with 'Enrolment Services' selected. A green circle with the number '1' points to the 'Enrolment Services' option. At the bottom right, a red button labeled 'Next >' is highlighted with a green circle and the number '2'. Other buttons include 'Cancel' and 'First', '1 of 1', 'Last'.

5. Select the **“My Student Record”** Request Type, then select **Next**.



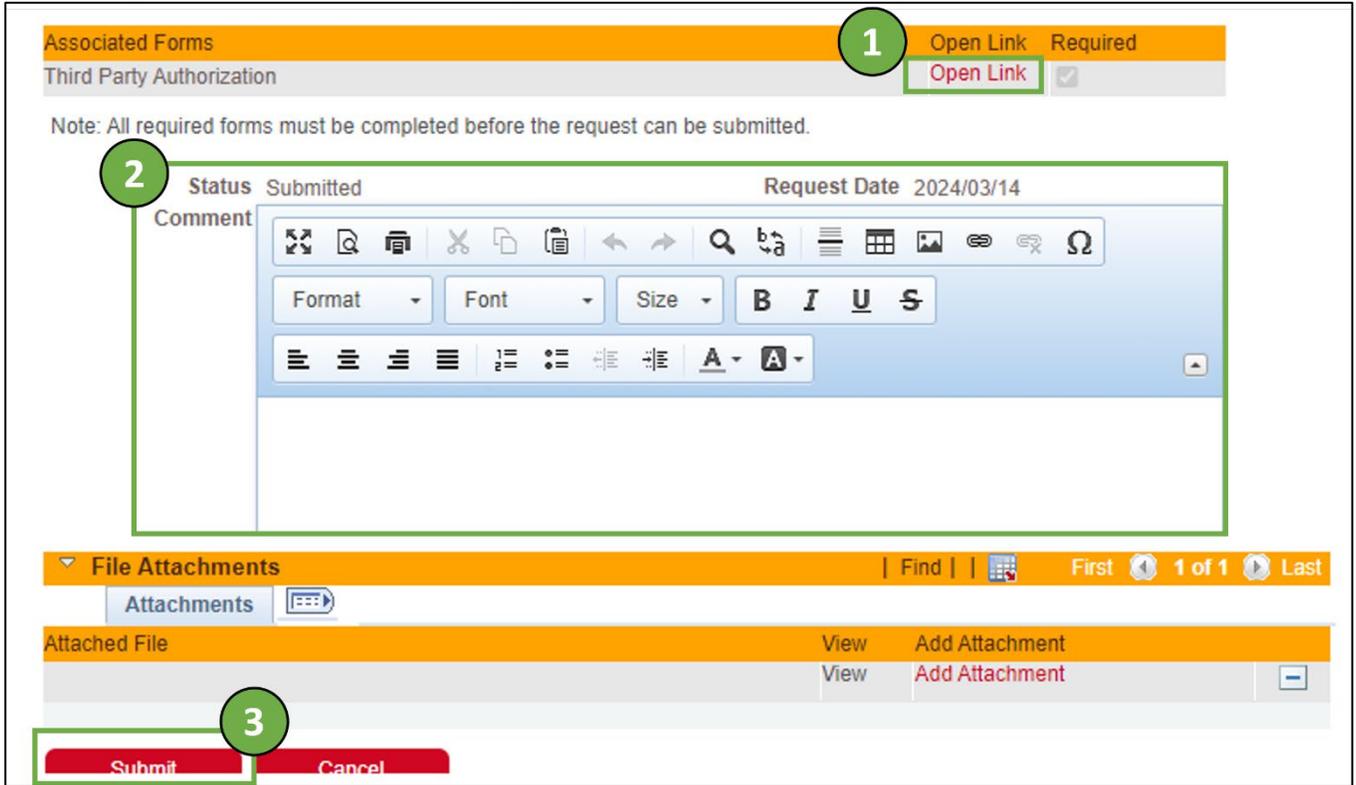
The screenshot shows the 'Enrolment Services' header and the text 'Please select a request type below'. Below this, it says 'If you have any questions about the request type, please contact us'. The 'Select a Request Type' section shows a list of request types. 'My Student Record' is selected, highlighted with a green box and a green circle with the number '1'. At the bottom right, a red button labeled 'Next >' is highlighted with a green circle and the number '2'. Other buttons include 'Cancel', '< Previous', and 'First', '1-6 of 6', 'Last'.

6. Select the **“Submit Third Party Authorization”** Request Subtype, then select **Next**.



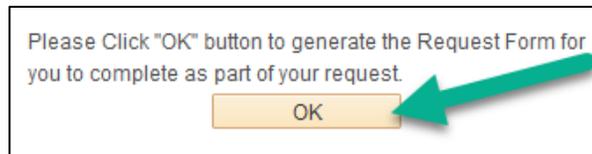
The screenshot shows the 'My Student Record' header and the text 'Requests related to your student record including release and/or change of personal information'. Below this, the 'Select a Request Subtype' section shows a list of request subtypes. 'Submit Third Party Authorization' is selected, highlighted with a green box and a green circle with the number '1'. At the bottom right, a red button labeled 'Next >' is highlighted with a green circle and the number '2'. Other buttons include 'Cancel', '< Previous', and 'First', '1-6 of 6', 'Last'.

7. **Read all the instructions** of the application and scroll down to view the form and comment box.
8. Click on **Open Link (1)** to access the required form for the Service Request.



The screenshot shows the 'Associated Forms' section with a table containing 'Third Party Authorization' and an 'Open Link' button. A note states that all required forms must be completed before submission. Below this is a 'Comment' box with a rich text editor toolbar. At the bottom, there is a 'File Attachments' section and a 'Submit' button. Green circles with numbers 1, 2, and 3 highlight the 'Open Link' button, the comment box, and the 'Submit' button respectively.

9. Select **OK** to generate form.



Please Click "OK" button to generate the Request Form for you to complete as part of your request.

10. **Complete form in full.** At the bottom, select **Complete Form** once finished.



Page: 1 of 1 Previous Next Save **Complete Form**

11. Select **Yes** to submit the form.



Message

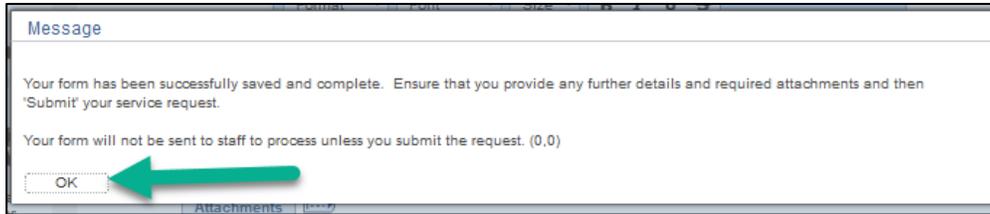
Please confirm your form is complete and accurate. (25855,7)

By completing the form you are certifying that all information provided is accurate and complete to the best of your knowledge.

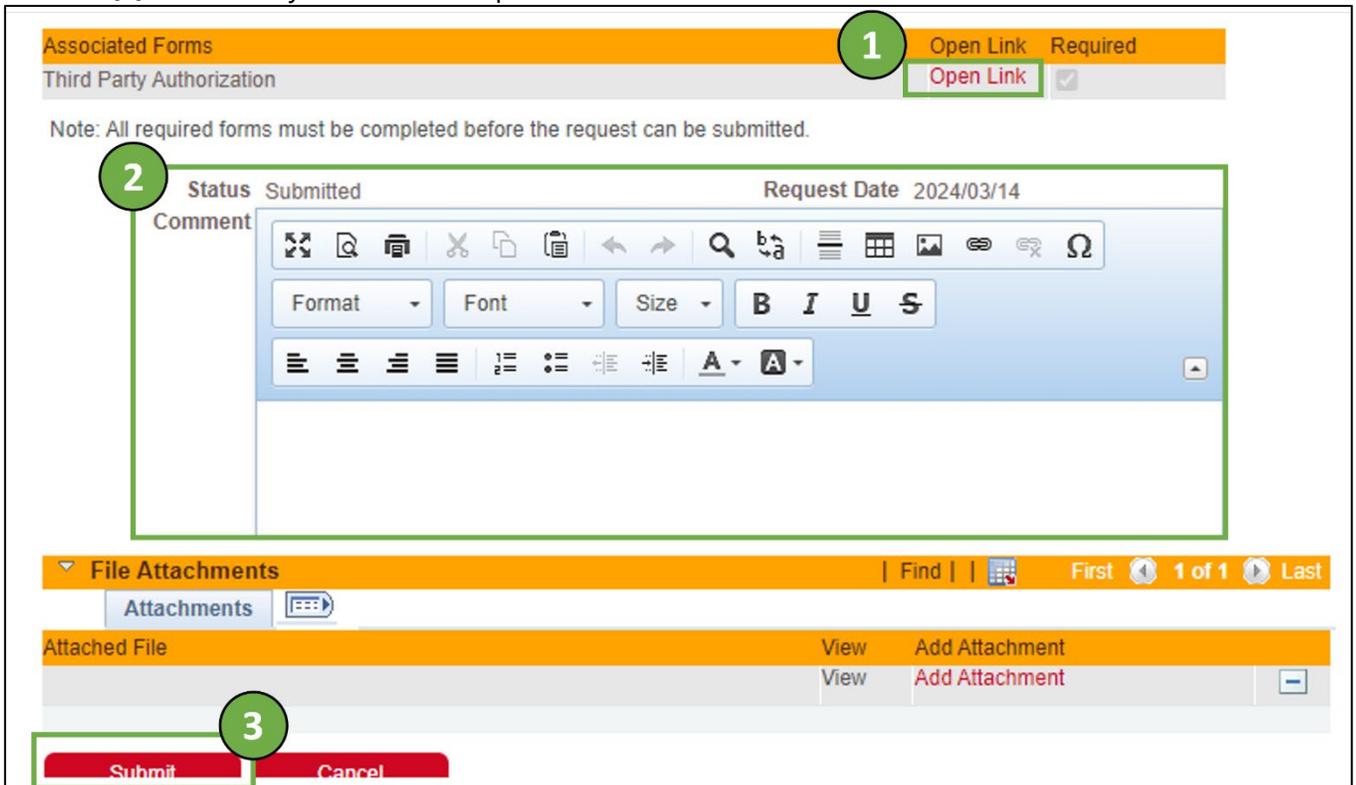
Click 'Yes' to certify and complete this form and return to the Service Request.

Yes No

12. Select **OK** to confirm.



13. If there is any additional information that may be relevant to your request, please include it in the **Comment Box (2)**. Attachments are not necessary if you have completed the form in full. Finally, select **Submit (3)** to finalize your Service Request.



All future updates about the TPA will be communicated through the Service Request.

14. Go to this [website](#) and download the Third Party Authorization [Form](#). Read all the instructions of the form and complete in full.

A. STUDENT INFORMATION																		
Last Name	First Name	UCID#																
Email	Phone Number	Date of Birth																
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; text-align: center;">d</td> <td style="width: 12.5%; text-align: center;">d</td> <td style="width: 12.5%; text-align: center;">m</td> <td style="width: 12.5%; text-align: center;">m</td> <td style="width: 12.5%; text-align: center;">y</td> </tr> </table>	d	d	m	m	y	y	y	y								
d	d	m	m	y	y	y	y											
<p>I authorize the University of Calgary to release information, as specified in the section C, to the person/organization listed below about my University of Calgary student record.</p>																		
B. THIRD PARTY																		
Name	Organization (if applicable)																	
Address																		
Phone Number	Email Address																	
<small>Note: The third party you have elected will be required to provide government issued photo ID for in-person appointments.</small>																		
C. RELEASE OF PERSONAL INFORMATION																		
Information to be released: <input type="checkbox"/> Admissions <input type="checkbox"/> Course Registration <input type="checkbox"/> Fees & Financials																		
Period of release* (Select one): <small>*Authorization for new applicants will automatically expire on August 31 of their application year. A new authorization must be submitted as a Service Request to extend access past this date.</small>																		
<input type="checkbox"/> One time only <input type="checkbox"/> Period Effective: <table border="1" style="width: 100%; border-collapse: collapse; margin-left: 20px;"> <tr> <td style="width: 12.5%; text-align: center;">d</td> <td style="width: 12.5%; text-align: center;">d</td> <td style="width: 12.5%; text-align: center;">m</td> <td style="width: 12.5%; text-align: center;">m</td> <td style="width: 12.5%; text-align: center;">y</td> </tr> </table> End Date: <table border="1" style="width: 100%; border-collapse: collapse; margin-left: 20px;"> <tr> <td style="width: 12.5%; text-align: center;">d</td> <td style="width: 12.5%; text-align: center;">d</td> <td style="width: 12.5%; text-align: center;">m</td> <td style="width: 12.5%; text-align: center;">m</td> <td style="width: 12.5%; text-align: center;">y</td> </tr> </table>			d	d	m	m	y	y	y	y	d	d	m	m	y	y	y	y
d	d	m	m	y	y	y	y											
d	d	m	m	y	y	y	y											
<p>I acknowledge that I have read and understood this document and authorize the University of Calgary to release information and/or enable transactions to the above persons/organizations. I understand that the authorization will be retained and disposed of in accordance with University record retention policies. I understand that I may request to withdraw authorization at any time by issuing a signed letter to the Office of the Registrar.</p>																		
Student's Signature	Date																	
<small>This information is collected under the authority of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection or use of this information, please contact the Office of the Registrar.</small>																		

15. Email completed form to es.support@ucalgary.ca, the email should include:
- Attached completed TPA form
 - UCID and full name
 - The email **must** be sent from the personal email address the student provided in the admission application.

Requests sent by email have the same 3 – 5 business days processing time.

End of Procedure. For further questions, please contact [Enrolment Services](#).