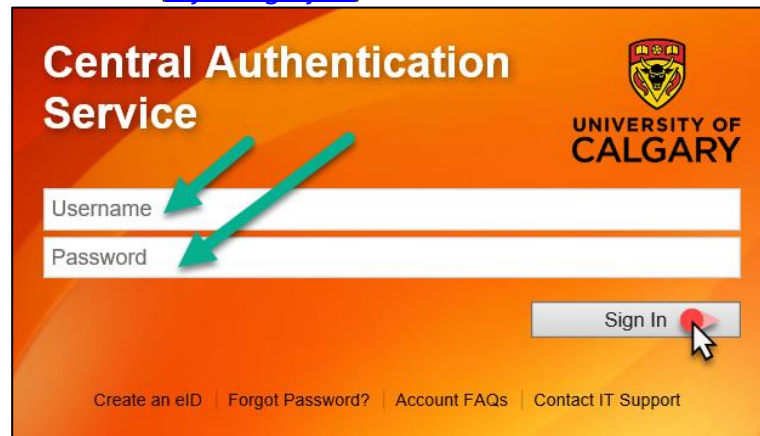


**Third-Party Authorization processing time: 3 – 5 business days (may vary with peak seasons).**

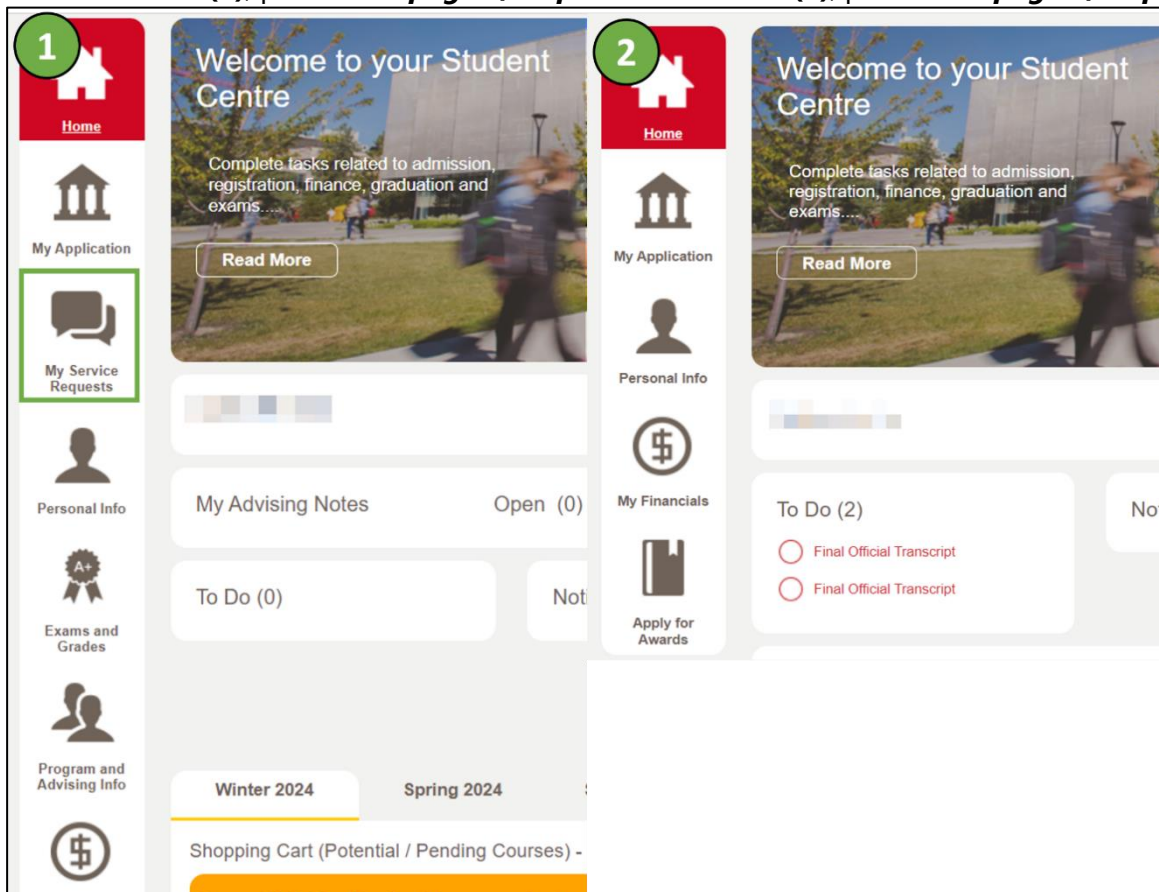
There are two methods of submitting a third-party authorization (TPA) depending on if you are an applicant (have not paid deposit or accepted offer) or a current student (enrolled in UofC courses).

**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.

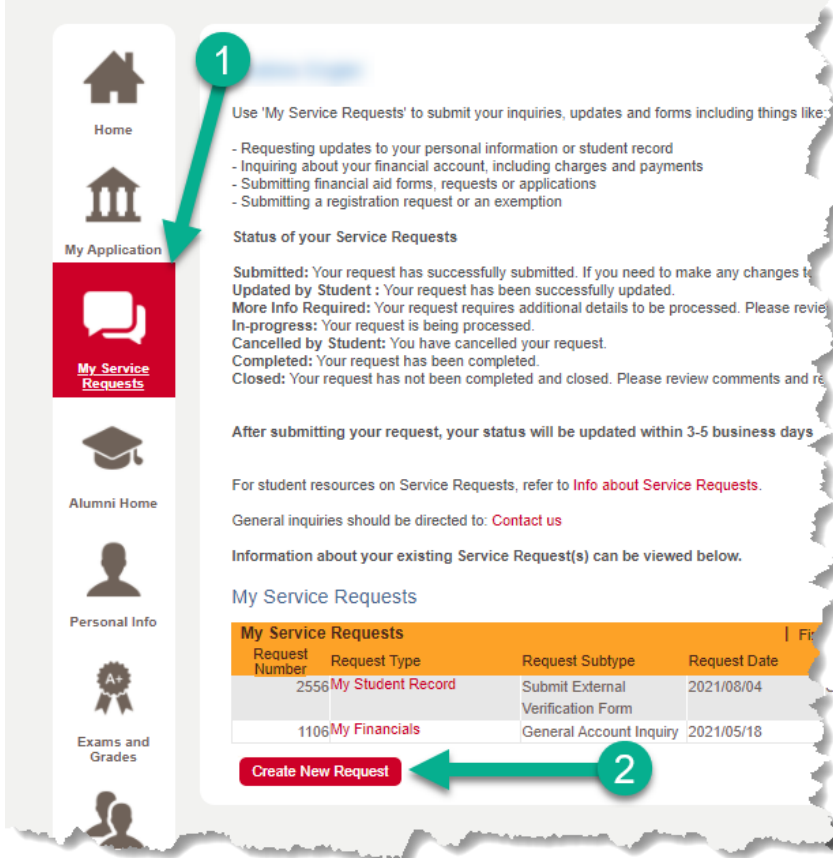
1. Log into your UofC Student Portal ([my.ucalgary.ca](https://my.ucalgary.ca))



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.



Use 'My Service Requests' to submit your inquiries, updates and forms including things like:

- Requesting updates to your personal information or student record
- Inquiring about your financial account, including charges and payments
- Submitting financial aid forms, requests or applications
- Submitting a registration request or an exemption

**Status of your Service Requests**

Submitted: Your request has successfully submitted. If you need to make any changes to your request, you can do so from the 'My Service Requests' page.

Updated by Student: Your request has been successfully updated.

More Info Required: Your request requires additional details to be processed. Please review the details and submit the request again.

In-progress: Your request is being processed.

Cancelled by Student: You have cancelled your request.

Completed: Your request has been completed.

Closed: Your request has not been completed and closed. Please review comments and re-submit the request.

After submitting your request, your status will be updated within 3-5 business days.

For student resources on Service Requests, refer to [Info about Service Requests](#).

General inquiries should be directed to: [Contact us](#)

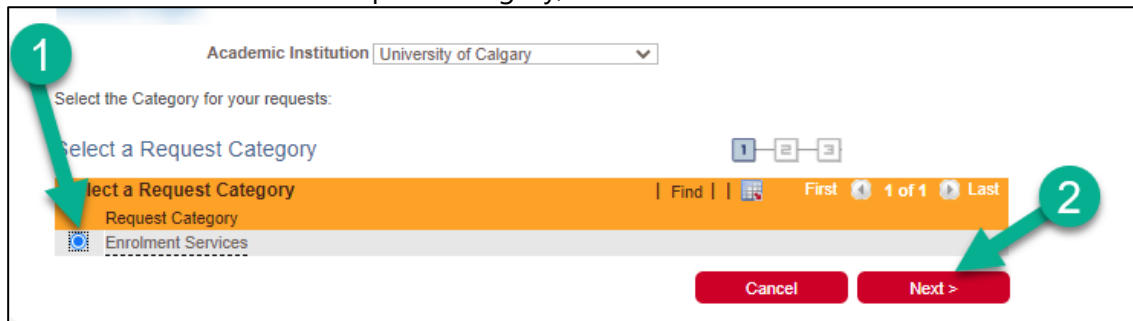
Information about your existing Service Request(s) can be viewed below.

**My Service Requests**

Request Number	Request Type	Request Subtype	Request Date
2556	My Student Record	Submit External Verification Form	2021/08/04
1106	My Financials	General Account Inquiry	2021/05/18

[Create New Request](#)

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



Academic Institution: University of Calgary

Select the Category for your requests:

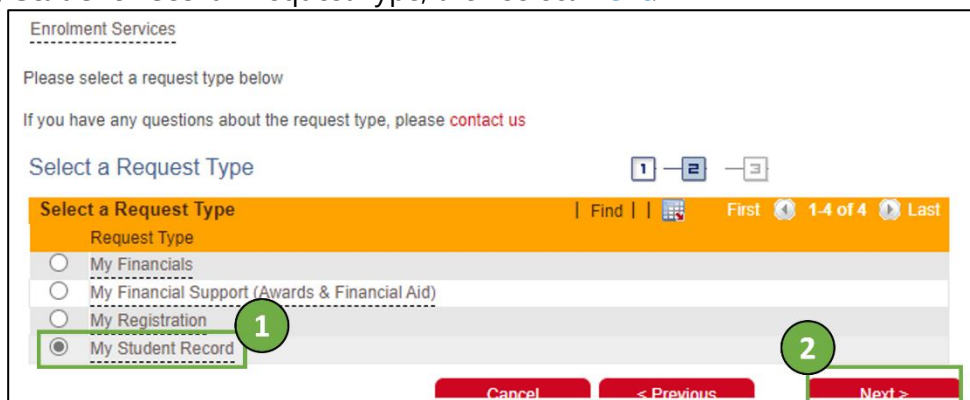
Select a Request Category

Select a Request Category

Request Category
<input checked="" type="radio"/> Enrolment Services

[Cancel](#) [Next >](#)

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



Enrolment Services

Please select a request type below

If you have any questions about the request type, please [contact us](#)

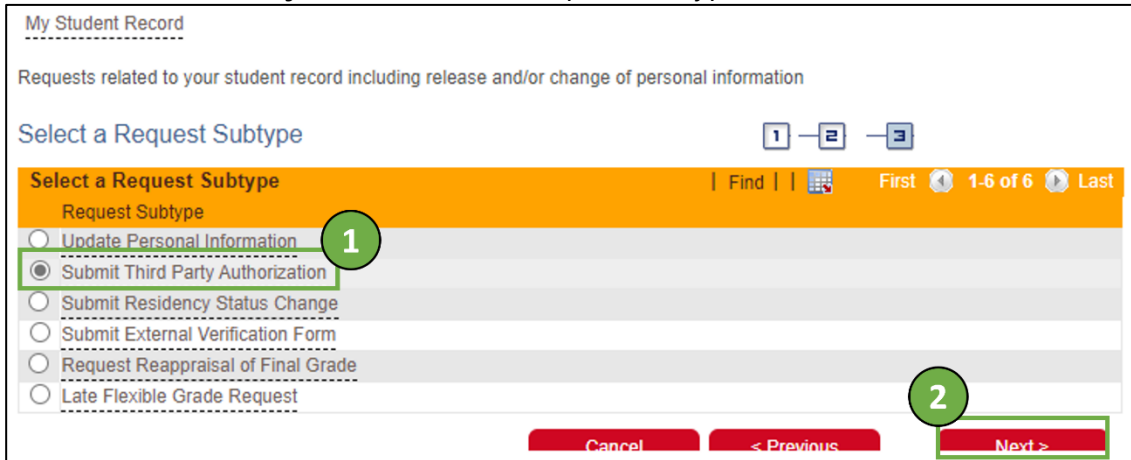
Select a Request Type

Select a Request Type

Request Type
<input type="radio"/> My Financials
<input type="radio"/> My Financial Support (Awards & Financial Aid)
<input type="radio"/> My Registration
<input checked="" type="radio"/> My Student Record

[Cancel](#) [< Previous](#) [Next >](#)

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



My Student Record

Requests related to your student record including release and/or change of personal information

Select a Request Subtype 1 2 3

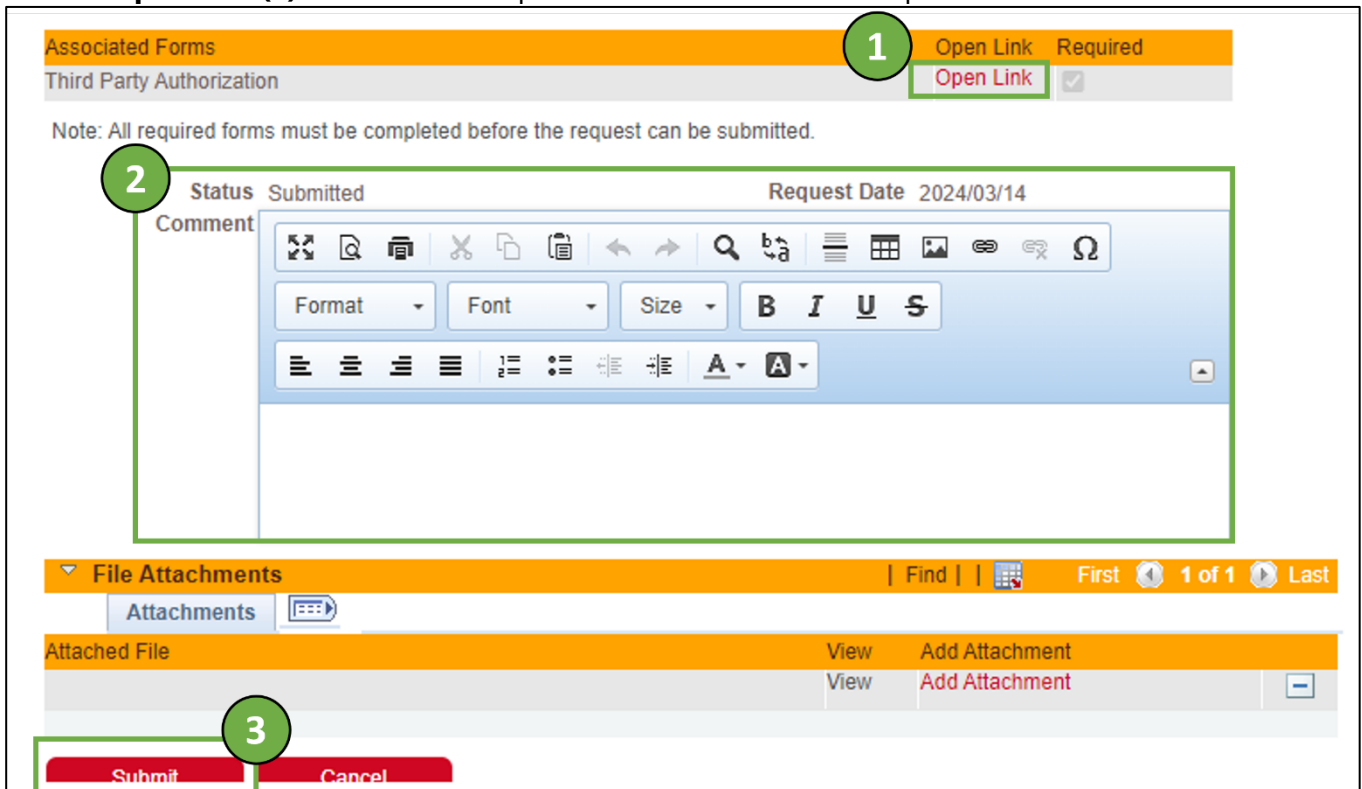
Select a Request Subtype Find | First 1-6 of 6 Last

Request Subtype

- Update Personal Information
- Submit Third Party Authorization**
- Submit Residency Status Change
- Submit External Verification Form
- Request Reappraisal of Final Grade
- Late Flexible Grade Request

Cancel < Previous **Next >**

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.



Associated Forms 1 Open Link Required

Third Party Authorization Open Link

Note: All required forms must be completed before the request can be submitted.

Status Submitted Request Date 2024/03/14

Comment

File Attachments Find | First 1 of 1 Last

Attached File View Add Attachment


**Submit** Cancel


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

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

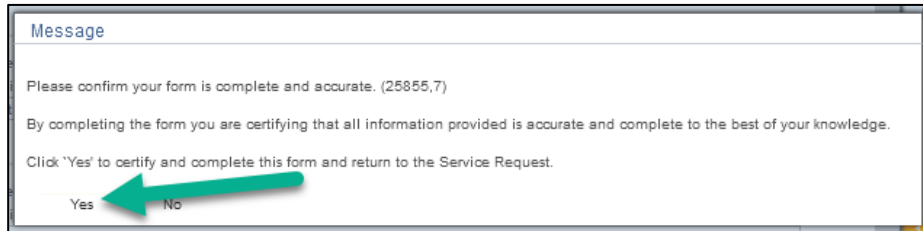
**OK**

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



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

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




Message

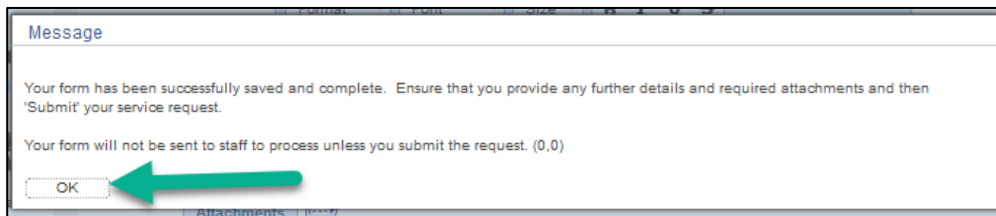
Please confirm your form is complete and accurate. (25855,7)

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.



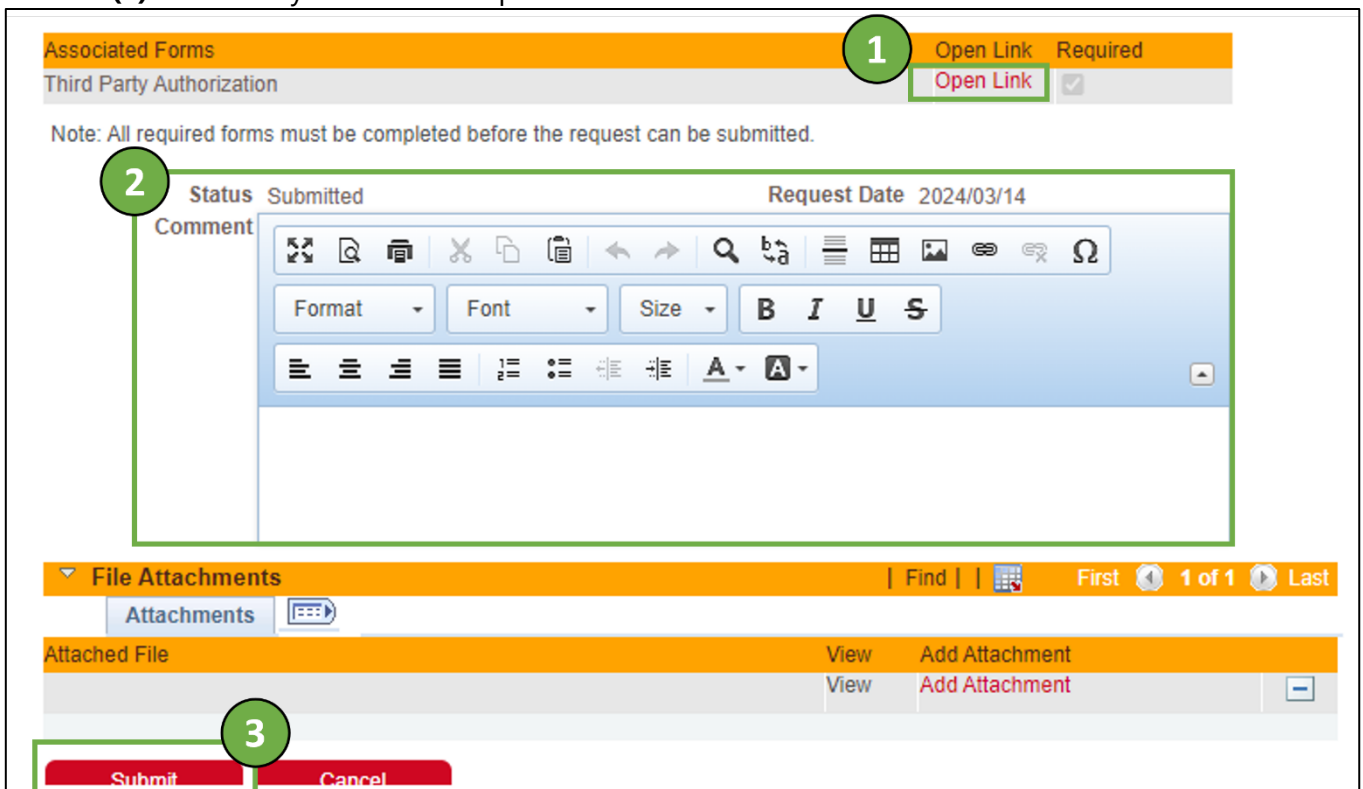
Message

Your form has been successfully saved and complete. Ensure that you provide any further details and required attachments and then 'Submit' your service request.

Your form will not be sent to staff to process unless you submit the request. (0,0)

**OK** 

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.



Associated Forms 1

Open Link	Required
<a href="#">Open Link</a>	<input checked="" type="checkbox"/>

Third Party Authorization

Note: All required forms must be completed before the request can be submitted.

2

Status Submitted Request Date 2024/03/14

Comment

Rich text editor toolbar with icons for undo, redo, search, bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, and text color.

File Attachments | Find | First 1 of 1 Last

Attached File	View	Add Attachment
	View	Add Attachment

3

**Submit** **Cancel**

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.

<b>A. STUDENT INFORMATION</b>																		
Last Name	First Name	UCID#																
Email	Phone Number	Date of Birth																
		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; border: 1px solid black; text-align: center;">d</td> <td style="width: 12.5%; border: 1px solid black; text-align: center;">d</td> <td style="width: 12.5%; border: 1px solid black; text-align: center;">m</td> <td style="width: 12.5%; border: 1px solid black; text-align: center;">m</td> <td style="width: 12.5%; border: 1px solid black; text-align: center;">y</td> <td style="width: 12.5%; border: 1px solid black; text-align: center;">y</td> <td style="width: 12.5%; border: 1px solid black; text-align: center;">y</td> <td style="width: 12.5%; border: 1px solid black; text-align: center;">y</td> </tr> </table>	d	d	m	m	y	y	y	y								
d	d	m	m	y	y	y	y											
<p><b>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.</b></p>																		
<b>B. THIRD PARTY</b>																		
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>																		
<b>C. RELEASE OF PERSONAL INFORMATION</b>																		
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 style="width: 100%; border-collapse: collapse; margin-left: 20px;"> <tr> <td style="width: 12.5%; border: 1px solid black; text-align: center;">d</td> <td style="width: 12.5%; border: 1px solid black; text-align: center;">d</td> <td style="width: 12.5%; border: 1px solid black; text-align: center;">m</td> <td style="width: 12.5%; border: 1px solid black; text-align: center;">m</td> <td style="width: 12.5%; border: 1px solid black; text-align: center;">y</td> <td style="width: 12.5%; border: 1px solid black; text-align: center;">y</td> <td style="width: 12.5%; border: 1px solid black; text-align: center;">y</td> <td style="width: 12.5%; border: 1px solid black; text-align: center;">y</td> </tr> </table> End Date: <table style="width: 100%; border-collapse: collapse; margin-left: 20px;"> <tr> <td style="width: 12.5%; border: 1px solid black; text-align: center;">d</td> <td style="width: 12.5%; border: 1px solid black; text-align: center;">d</td> <td style="width: 12.5%; border: 1px solid black; text-align: center;">m</td> <td style="width: 12.5%; border: 1px solid black; text-align: center;">m</td> <td style="width: 12.5%; border: 1px solid black; text-align: center;">y</td> <td style="width: 12.5%; border: 1px solid black; text-align: center;">y</td> <td style="width: 12.5%; border: 1px solid black; text-align: center;">y</td> <td style="width: 12.5%; border: 1px solid black; 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><b>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.</b></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](mailto: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](#).**