

## CHANGE TO THE PRE-HEALTH DISCIPLINARY SCREENING PROCESS

In concert with the changes we have made to move to a fully electronic system for Pre-Health Credentialing we have changed the way we are doing disciplinary screenings with the Office of Student Conduct. You will need to go to the link below and fill out the Release of Student Information Request Form. There are three parts to the Release of Student Information Request Form which **must be** filled out according to the **template** included with this document. These are highlighted in red. The Office of Student Conduct will then process your request. This will save time in designating your credentials file as completed and will facilitate the smooth and timely preparation of your committee letter.

Remember to complete the Release of Student Information Request Form as soon as possible because it will take 3-5 business days for your request to be processed.

<https://www.binghamton.edu/student-conduct/resources/release.html>

## Background Information

Rectangular Snip

Your full name:

Current Address:

Cell phone number:

Your BU email address:

Student BNumber:

Today's Date **(Required)**

mm / dd / yyyy

## Recipient Information

Use the following section to provide information about the people or organization to receive your student conduct record.

*Enter your information if you are releasing the information to yourself.*

Name

Pre-Health Office at Binghamton  
University

Relationship of Requestor

Advisor

Add another party

## Authorization

Under the provisions of the Family Education Rights and Privacy Act, I authorize the release of the following information from my student conduct file (check only one), (Required)

- 1. All information relating to all charges in my file as of the date this release is submitted
- 2. All information related to a specific incident (provide incident date on the next line)

If you selected option 2 above, enter the Date of the Incident here. (failing to do so will prevent your request from being processed).

Date this release expires and is no longer valid (Please use: MM-DD-YYYY) (after this date you will need to submit a new release form): (Required)

I understand that entering my full name in the space below serves as my signature (Required)

Did you graduate from Binghamton University? (Required)

Is your current name the same name you used while attending Binghamton University? (Required)

If you used a different name at Binghamton, what name did you use?

If you used a different name at Binghamton, what name did you use?

Rectangular Snap

If you would like your disciplinary record emailed to your recipient, please provide their email address.

## Supporting Documentation

You must upload a photograph of your Binghamton University ID or a photograph-bearing state-issued ID. 1GB maximum total size.

**Attachments require time to upload, so please be patient after submitting this form.**

 

Submit report