



St. Thomas University  
Student Success Center  
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## Directory Information Exclusion Form

St. Thomas University defines Directory Information as degrees awarded (including degree date/major) and dates of attendance (including semester/full/part-time information). Directory Information can be released to anyone without prior authorization by the student (see Family Educational Rights and Privacy Act).

The University offers you the option of keeping this Directory Information confidential. If you elect to keep Directory Information confidential, then it will be unavailable to everyone, including prospective employers who need to verify your degree for employment, credit agencies and others who need verification for loans, insurance companies who need verification for student discounts, as well as others to whom you may want this information known or verified. Submitting this form will make your Directory Information confidential until you request in writing that this restriction be lifted (St. Thomas University, Student Success Center, 16401 NW 37<sup>th</sup> Avenue, Miami Gardens, FL 33054).

Please keep my Directory Information confidential. Do not release this information to anyone without my signed written authorization.

Name: \_\_\_\_\_  
(PLEASE PRINT)

Student ID#: \_\_\_\_\_ SS#: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_

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

Student Success Center. Office Use Only:

RECEIVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

POSTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_