



# EASTERN MICHIGAN UNIVERSITY

## Admissions Office Information Proxy/Release Form

This proxy/release form should only be used when the applicant has limited or no access to email or phone to communicate directly with the staff at the Office of Admissions, is outside of the United States, or needs communication assistance using English (the proxy/release form can be used in cases when a translator is needed) and wants to have a third party be able to inquire about the applicant's admission file.

This form is **NOT** an authorization for a third party to fill out the application or supporting documentation on behalf of the applicant. **The applicant must fill out their own application and supporting documentation paperwork**; however, the third party can help with translation as necessary. If a third party fills out the application or supporting documents instead of the applicant, the application will be withdrawn.

Admissions staff may tell the third party about missing documents, incomplete documents, and if an admissions decision has been made. Admissions staff may tell the financial sponsor(s) information about financial documents submitted with his/her name on them. **Admissions staff will not release the details of the admissions decision**, visa and financial paperwork, or student PIN number to the proxy/release third party.

Please note: This form is valid for up to one year from the date of the student's signature once it has been completed.

**Applicant's name:** \_\_\_\_\_

**Temporary student ID number or EID:** \_\_\_\_\_

**Birth date (MM/DD/YYYY):** \_\_\_\_\_

I give my permission to have my admissions application status information to the person listed below:

**Name of Third Party:** \_\_\_\_\_

**Relationship to Applicant:** \_\_\_\_\_

Reason I am requesting this person to be a proxy/release third party (Please select one):

I have limited access to email/phone (or have time zone issues) in order to communicate with Admissions staff

I need assistance in English translation

Other; Please explain (cultural, not understand US admissions processing, etc...):

\_\_\_\_\_  
\_\_\_\_\_

### Applicant's Statement:

I certify that the information I have provided on this document is correct and complete. I will notify the Office of International Admissions at Eastern Michigan University in writing of any changes in the information provided. I understand that any misrepresentation of the information is justification for revoking my admissions or terminating my enrollment at a later date.

**Signature of applicant (required)**

**Date**

\_\_\_\_\_  
\_\_\_\_\_

**Applicant's personal email address:** \_\_\_\_\_

EMU has the authority to refuse and/or remove any proxy/release privilege at any time for any reason. Please email a scanned copy of the completed form to [international.admissions@emich.edu](mailto:international.admissions@emich.edu). No written emails are accepted in lieu of the form; we require the applicant's original signature.