

# 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, phone, or FAX 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 his/her 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 If a third party fills out the application or supporting documents instead of the applicant, the application will be withdrawn.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.**

This form is valid for a period of eleven months once it has been completed.

Applicant's name: \_\_\_\_\_ Temporary student ID number at EMU: E\_\_\_\_\_

Birth date: Month\_\_\_\_\_ Day\_\_\_\_\_ Year 19\_\_\_\_\_

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

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ /  
relationship to applicant    name of third party    e-mail address    phone number

Reason I am requesting this person to be a proxy/release third party:

\_\_\_ I have limited access to e-mail/phone (or have time zone issues) in order to communicate with Admissions staff

\_\_\_ I need assistance in English translation

\_\_\_ Other: explain (cultural, not understand US admissions process, etc...): \_\_\_\_\_

### Applicant's Statement:

I certify that the information I have provided on this document is correct and complete. I will notify 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**)    Applicant's Personal E-mail address if available    Date

EMU has the authority to refuse and/or remove any proxy/release privilege at any time for any reason.

Please fax this form to 734-487-6559 or PDF a scanned copy to [international.admissions@emich.edu](mailto:international.admissions@emich.edu). No written e-mails are accepted in lieu of the form; we require the applicant's original signature.

You may also mail this form to:

Office of Admissions 401 Pierce Hall, PO Box 921  
Eastern Michigan University  
Ypsilanti, Michigan USA 48197

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