



Request Processing of Transactions by Proxy

Arizona State University
University Registrar Services

Name of Student: _____
Last First Middle Initial

ASU ID Number: _____ Date: _____

Phone#: _____

Request Processing of Transactions by Proxy

Students unable to process transactions in person or via MyASU may designate another person to process transactions on their behalf by proxy. In compliance with the federal [Family Educational Rights and Privacy Act](#) of 1974 (also known as FERPA or the Buckley Amendment), the student must sign a release authorizing the processing of transactions by proxy.

The student (not the proxy) has the ultimate responsibility for complying with applicable requirements, policies, and deadlines, and for the timely payment of tuition and fees.

I hereby authorize the person name below to serve as my proxy to process transactions at Arizona State University. My proxy may have access to any and all of my records that they request for the purpose of processing transactions. I understand that I am responsible for any decisions made by my proxy on my behalf. I also understand that I am responsible for complying with all applicable requirements, policies, and deadlines, and for the timely payment of tuition and fees, etc.

Student Signature Date

Name of Proxy (please type or print legibly)

Proxy Signature Date

Photo identification of person named as proxy is required prior to the processing of any transactions.

For questions about this policy, please contact University Registrar Services at 480-965-3124.

Downtown Phoenix Campus: Phone: 602-496-4372 Location: University Center Building, Room 130 Mailing Address: 411 N. Central Ave Ste 130 Phoenix, AZ 85004-2142	Tempe Campus: Phone: 480-965-3124 Location: Student Services Building, Room 140 Mailing Address: PO Box 870312 Tempe, AZ 85287
Polytechnic Campus: Phone: 480-727-1142 Location: Administration Building Mailing Address: 5990 S Sterling Mall Mesa, AZ 85212	West Campus: Phone: 602-543-8203 Location: University Center Building, Room 101 Mailing Address: PO Box 37100 Phoenix, AZ 85069