Certificate of Dependency

Upon completion, this form should be returned to Texas A&M University at Galveston, Office of Enrollment Services
P.O. Box 1675, Galveston, TX 77553-1675 or faxed to 409 740-4731.

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), the parents of a student claimed as a dependent for federal income tax purposes (as defined by the Internal Revenue Code of 1954, Section 152), may be given access to the student’s educational records. Access does not permit a parent to make changes to a student’s educational record.

STUDENTS: In completing this form, please note the following guidelines:

1. Print or type your full, legal name where indicated below.

2. Grades will not be mailed to you or your parents.
   a. Parents may be granted access to online grade reports. However, you the student must provide instructions and the necessary password to your parents. Passwords are established and maintained by the student and are not available from the Office of Enrollment Services.
   b. Mid-term grades are reported at the beginning of the eighth week of classes in the fall and spring semesters for enrolled undergraduate students who have completed fewer than 30 hours of course work at Texas A&M or who have a cumulative GPR at Texas A&M of less than 2.0.

3. Once submitted, this form is effective until such time as you declare in writing that you are no longer a dependent of your parent(s) for federal income tax purposes. Once this declaration has been filed in the Office of Enrollment Services, your educational records will no longer be made available to your parent(s) without your written consent.

4. Regulations allow release of information to either natural parent even in cases where only one parent claims the student as a dependent for federal income tax purposes. Step-parents are not assumed to have access under this provision and will need written consent in order to gain access to your records.

5. Parents who gain access under this provision should be advised that the Office of Enrollment Services may not provide private student information via e-mail, telephone, or any other medium through which the identity of the person seeking access cannot be verified or documented.

This form will not be accepted and processed without the signatures of the parent(s) or guardian(s) AND the student. Both parents (or guardians) must sign if they both wish to have access to records.

Print Full Legal Name of Student   Student UIN   Student Date of Birth
Print Parent or Guardian Name   Parent/Guardian Signature   Relationship
Print Alternate Parent or Guardian (optional)   Alternate Parent Signature   Relationship

CERTIFICATION: I understand that under FERPA, Texas A&M University at Galveston may release information contained in my educational records to my parents if I am claimed as a dependent for Federal Income Tax purposes. With my signature below, I hereby certify that I am claimed as a dependent by one or both of the parents listed above. I also understand that by signing this form, my parents may be given access to my educational records until such time as I submit a declaration in writing to the Texas A&M University at Galveston Office of Enrollment Services that I am no longer claimed as a dependent for federal income tax purposes.

Student Signature   Date