

Request to Inspect Student Educational Records



Who needs to use this form?

Students who wish to inspect their educational records.

To complete this form electronically, save a copy to your desktop and open with Adobe Reader.

Important Notes

Current Students

- Education records will be emailed to your Augsburg email address.

Former Students

- Education records will be mailed to the address provided below.

Inspection requests will be processed within 10 business days.

How to Submit

In person:

Enrollment Center
Sverdrup Hall 101

By mail:

Augsburg University, CB71
Registrar's Office
2211 Riverside Avenue
Minneapolis, MN 55454

By email or fax:

registrar@augsborg.edu
Fax: 612-330-1425

1. Current Student Information

Student Name: _____
Last *First* *Middle*
Augsburg student ID: _____ Augsburg e-mail address: _____@augsborg.edu

1. Former Student Information

Student Name: _____
Last *First* *Middle*
Augsburg student ID: _____ or _____
Social Security Number: _____ Date of Birth: _____
Mailing Address: _____
Street *City* *State* *Zip Code*

2. Student Signature

Signature: _____ Date: _____
Sign in ink, or draw your signature with a mouse or touchscreen device. Digital signatures are not accepted. MM / DD / YYYY

Questions? Contact the Registrar's Office at registrar@augsborg.edu or 612-330-1036.

Office Use Only

Processed By: _____

Date: _____
MM / DD / YYYY