

Non-Disclosure of Directory Information

Who needs to use this form?

Students who wish to prevent disclosure of their directory information to a third party (complete sections 1 and 2).

-or-

Students who previously requested non-disclosure and now wish to authorize the release of their directory information (complete sections 1 and 3).

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

Important Notes

Directory information is publicly available information contained in the education record. See the [Augsburg website](#) for details about what is classified as directory information.

If you wish to suppress any portion of your information from appearing in the Augnet online directory, including your photo, visit the [IT support page](#) for more information.

Students can also adjust directory information preferences in Augnet Records and Registration.

How to Submit

In person:

Enrollment Center
Sverdrup Hall 101

By mail:

Augsburg University
Registrar's Office, CB 71
2211 Riverside Avenue
Minneapolis MN 55454

By email or fax:

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

1. Student Information

Last Name

First Name

Middle

Augsburg Student ID

Augsburg Email

2. Non-Disclosure of Directory Information

I hereby request that Augsburg University not disclose any of my directory information. I understand that this will prevent my name from appearing in all public announcements (e.g., dean's list) and at any time I may request that my directory information be made public. To do so, I will submit this form with sections 1 and 3 completed to the Registrar's Office.

Student
Signature _____

Date _____

Sign in ink, or draw your signature with a mouse or touchscreen device. Typed digital signatures are not accepted.

MM/DD/YYYY

3. Disclosure of Directory Information

I hereby authorize Augsburg University to make all current directory information publicly available.

Student
Signature _____

Date _____

Sign in ink, or draw your signature with a mouse or touchscreen device. Typed digital signatures are not accepted.

MM/DD/YYYY

Registrar's Office Use Only

Processed By _____

Date _____