Office of the Registrar
MS 3D1 Attn: Registration Services
4400 University Drive
Fairfax, Virginia 22030

Phone: 703-993-2441; Fax: 703-993-2465

PARENT'S CERTIFICATION OF DEPENDENCY FORM

(**For release of Mason student academic transcript exclusively**)

The Family Education Rights and Privacy Act of 1974 (FERPA) provides privacy protection of a student's educational record and restricts the release of those records without the student's consent. Further, FERPA provides that a university may disclose such records to parents or legal guardians as long as the student is a dependent as defined by the Internal Revenue Service (IRS).

In order to be claimed as a dependent the IRS requires the following:

- The person must be your child, step child, adopted child, foster child, brother or sister, or a descendant of one of these (for example, a grandchild or nephew).
- For more than half the year, the person must have the same residence as you do.
- The person must be under age 19 at the end of the year, *or* under age 24 and a full-time student for at least five months out of the year, *or* any age and totally and permanently disabled.
- The person did not provide more than half of his or her own support during the year.

PARENT'S DECLARATION

I certify that I am the parent/legal guardian of the listed student in accordance with the aforementioned requirements. I understand that this form entitles me to receive a copy of my dependent student's transcript only and once I have provided evidence of my son's/daughter's dependency status. I further understand that this release shall remain in effect for the remainder of the current tax year ending on April 15th and must be renewed annually to remain in effect.

_____ _____

Print Parent/Legal Guardian's Name | Parent/Legal Guardian's Signature

_____ _____

Print Student's Name | G number (Mason ID Number)

Please include the following with your request submission:
(Electronic submissions will not be accepted, if submitting via mail all copies MUST BE NOTARIZED)

1. A copy of the current year's tax return listing the student as a dependent.
2. A copy of a valid government issued identification card or passport.

(Please note that all documents will be shredded once the request has been processed.)

*** REQUIRED IF BY MAIL *** - *To be Completed by Notary* - *** REQUIRED IF BY MAIL ***

State of _____ County of _____

Sworn and subscribed before me this _____ day of _____, _____. Stamp/Seal of Notary

Notary Signature: _____

----------For Office Use Only----------

□ verified parent's identification □ verified student's tax identification number on tax return □ updated system

Initials: _____ Date: _____