



INFORMATION

When to use this form

This form should be used to provide express consent from an individual to James Cook University (JCU) to interact with a nominated third party (e.g. parent/guardian, relative) in relation to the release of personal information and/or documents on request. If a student simply needs to show proof of current employment to a third party (e.g. employment agency), no third party authorisation is required. Refer to [I need a letter confirming my enrolment at JCU. How do I apply for this?](#)

PRIVACY

JCU is obligated by the *Information Privacy Act 2009* and is committed to protecting the privacy of personal information. Information collected on this form will be used to process your request for third party authorisation to access information relating to your studies. Specifically, the information on this form will be used to verify the identity of the individuals concerned, contact the individuals to clarify any aspects of this consent and manage the liaison between the individuals and JCU. Details of JCU's practices regarding information privacy can be viewed in the [Information Privacy policy](#).

STUDENT DETAILS

Student family name: _____

Student given name(s): _____

Date of birth (dd/mm/yy): _____

JCU Student Number (8 digits): _____

JCU email address: _____

Phone number: _____

STUDENT & THIRD PARTY PROOF OF IDENTITY

Note: to protect privacy, this consent will **not** be accepted as third party authorisation without proof of your identity.

Please attach a certified copy of one of the following documents, **including signature**, for both the student and third party member:

Student	Third Party
	current Australian driver's licence or Proof of Age card, or
	current Australian passport, or
	other proof of signature and current address details

THIRD PARTY DETAILS

Family name: _____

Given name(s): _____

Date of birth (dd/mm/yy): _____

Phone number: _____

Current mailing address: _____

Relationship to student: _____

Signature: _____ Date _____

AUTHORITY

Information

Application information

Fee information

Current and previous enrolment details

Subject Results

Documents

Unofficial academic transcript

Coursework Enrolment Advice

Fee Statement

Fee Transaction Statement

Time period of the authorisation

Start date (dd/mm/yy): _____ to End date: _____

For this specific course *: _____

OR

All my studies at JCU*

* The authorisation ends on the date your course status has been set to 'Passed'.

Signature: _____ Date _____

RETURN THIS COMPLETED FORM TO:

Note: This form must be submitted by the applicant/student and not the third party.

In Person

Townsville Student Centre Education Central (Bld 134)	Cairns Student Centre Chancellery Building (Bld A1)
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Email

enquiries@jcu.edu.au
Include a copy of **Photo ID** that includes a signature e.g. driver's licence or passport

Post

JCU Student Centre
1 James Cook Drive
Douglas QLD 4811
Include a copy of **Photo ID** that includes a signature e.g. driver's licence or passport