

Student Name: _____ **Class Year:** 202____
(Print Name)

The Family Educational Rights and Privacy Act ("FERPA") affords students certain rights with respect to their education records and the availability of such records. In compliance with FERPA, Hofstra University's policy provides that information regarding a student's record, such as grades, courses, GPA, social security number and most recent education agency or institution attended, will not be released without the student's written consent.

Hofstra Law School's Office of Career Services ("OCS") takes an active role in its students' job searches. From time to time, OCS may wish, or may be requested, to share your resume, transcript and other documents with potential employers. During OCS's interview programs, every employer will be sent your resume and possibly additional documents and all will be provided with a copy of your resume and transcript if you are selected for an on-campus interview.

In order to ensure compliance with FERPA and Hofstra University's policies in connection thereto, please indicate below if OCS is authorized to share your transcript and/or resume and sign below. Until OCS receives this signed form, you may be restricted in your ability to participate in interview programs and OCS will not be able to share your documents with potential employers.

Transcript Release Authorization

Please check the applicable box.

- ☐ **I hereby authorize** representatives of OCS to release copies of my transcript or information thereon to prospective employers either at the discretion of OCS or at my specific request.
- ☐ **I do not authorize** representatives of OCS to release copies of my transcript or information thereon to prospective employers. If I receive an interview with an employer, I will provide a copy of my transcript to the employer and explain the reason why my transcript has not been submitted to them by OCS.

Signature: _____ Date: _____

Resume Release Authorization

I hereby authorize representatives of OCS to release copies of my resume or information thereon to prospective employers either at the discretion of OCS or at my specific request.

Signature: _____ Date: _____

Verification of Accuracy of Resume

I hereby pledge that all information contained on any resume that I submit to OCS or any prospective employer will be correct and accurate in every respect. I further verify that I have read, am familiar with and agree to be bound by Hofstra Law School's Code of Academic Conduct, contained in the Law School's Student Handbook, and, more specifically, the provisions contained in Chapter 3, §III, (A)(3)(I) governing the making of material misrepresentations on a resume or other written communication to an employer.

Signature: _____ Date: _____