What are eligibility forms?

Many clubs and organizations require students to meet certain criteria to participate in events. The criteria typically relates to academic standing and/or enrollment status. The Office of the Registrar can verify the requested information and confirm that the student participants meet the organization's criteria. Please allow up to 10 business days for these forms to be processed and verified.

Where do I get an eligibility form?

Organizations will typically provide the club with an eligibility form that provides a list of requested information, instructions for the Office of the Registrar, and a place for a University representative to sign that they have verified the requested information.

What do I (club representative) need to do to get one filled out?

To comply with the Family Educational Rights and Privacy Act, clubs are required to provide a written release of information/consent form. This form must include the students' full names (this must match their Purdue record, so no nicknames), PUID (have students *triple check* that this is correct), and a statement of acknowledgement that students consent to the release of their academic information. Names and PUIDs must be typed, as handwriting can be misinterpreted, leading to errors. Then, students must physically sign the document to consent to the release. Digital signatures will not be accepted.

The form provided by the organization typically includes a section for students to sign. If it doesn't, the club needs to create one that includes the information in the above paragraph. Student information *cannot* be released without signed consent.

Please ensure that all student information provided is correct and legible. The Office of the Registrar can only verify what is correct. If PUIDs or names are spelled or listed incorrectly, the student will be removed from the list. A separate form will have to be submitted for the removed individual to be verified in the future.

Where do I submit the form for verification?

Forms can be turned in to the Office of the Registrar via email at certifications@purdue.edu, or submitted in person in STEW 176. Due to the nature of the information included on the forms, they will be returned via FileLocker.