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 217-244-2901
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Graduate College Information Request Form*



Note: Many data requests can be satisfied through the Department of Information Management (DMI).

Visit the following web page for their request form – <http://dmi.illinois.edu/datarequests.htm>

Requester Information

<i>Name (Last, First, M.I.):</i>	
<i>College:</i>	<i>Department/Unit Name:</i>
<i>Campus Mail Address:</i>	<i>Mail Code:</i>
<i>City, State, Zip:</i>	<i>Bus. Phone (w/Area Code):</i>
<i>Email:</i>	<i>Requester's UIN:</i>
<i>University of Illinois Employment Status (check only 1)</i> <input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Student Worker <input type="checkbox"/> Temp Help <input type="checkbox"/> Other <input type="checkbox"/> None	
If None, list affiliation:	

Statement of Requester's Business Need

Please summarize the data request and the types of work you will be doing with the data (view, enter, verify or approve etc.).
 Use additional sheet if necessary.

By signing this form, you certify that:

- You understand and agree to comply with all University of Illinois security policies.
- This request is for educational interest and the information obtained will only be used for official University purposes in furtherance of legitimate education interest.
- You are prohibited from conveying the information obtained except as permitted by FERPA.
- You have completed FERPA training prior to submitting this request form.

<i>REQUESTER'S SIGNATURE:</i>		<i>DATE: (yyyy-mm-dd)</i>	
<i>Requester's Supervisor or Dept Head Signature:</i>		<i>Requester's Supervisor or Dept Head Printed Name:</i>	
<i>Supv/Dept Head Email Address:</i>	<i>Supv/Dept Head Phone:</i>	<i>Date: (yyyy-mm-dd)</i>	
<i>Internal Use Only: Ticket #</i>	<i>Date Received:</i>	<i>Date Contacted:</i>	

Submit signed request form by fax or email scanned PDF to gradithelp@illinois.edu
 Upon receipt of request form, you will be contacted by email by the Graduate College IT Department

* External use only (i.e., requests outside of Graduate College staff)