



Request for Alumni Information

Applicant _____
Department _____

Phone Ext. _____
Date Needed _____

<input type="checkbox"/> LIST <input type="checkbox"/> LABELS <input type="checkbox"/> DISK: File Type _____
1. Selection Criteria <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters Major(s): _____ Graduation Date(s): _____
2. Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Zip Code <input type="checkbox"/> Other
3. Purpose _____ _____

<input type="checkbox"/> INDIVIDUAL RECORD <input type="checkbox"/> HEADCOUNT ONLY
1. Name (s) of Alumnus / i _____ _____ _____ (attach list if necessary)
2. Information Needed: _____ _____ _____
3. Purpose _____ _____ _____

****A sample (letter, flyer, newsletter, survey, etc.) must be attached to this request before information will be released.**

Signatures:

Applicant _____ Date _____
 Dept. Chair / Unit Head _____ Date _____
 Dean / Director _____ Date _____
 VP for Institutional Advancement _____ Date _____

Notes:

1. **ALL** requests require a Dean/Director signature, with the exception of headcounts or individual alumni information.* Upon receiving the appropriate signatures, forward the form to Alumni Relations. Requests will be processed upon VP for Institutional Advancement's approval.
2. Information may be used only for purpose stated above.
3. All solicitations of contributions must be approved by the Office of Development.
4. **Send all changes of address to the Office of Alumni Relations or call at x4205.**

* The release of certain information may be restricted due to FERPA guidelines or may require special permission for usage.

Northeastern Illinois University - Office of Alumni Relations

Release of Alumni Information

Policy on Release of Alumni Information

Information contained in the alumni records may be used only for official University business as determined by appropriate University officers. Alumni records may not be used for solicitation of charitable contributions without prior approval of the Office of Development.

The Office of Alumni Relations must be notified of all mailings to be sent to alumni regardless of whether the Alumni office will be requested to furnish lists/labels. Please submit a sample of the material(s) (letter, flyer, newsletter, survey, etc.) to be mailed.

Available Alumni Information

The Office of Alumni Relations has the responsibility of maintaining records on all graduates of Northeastern Illinois University.

The following constituencies are part of the Alumni Office database:

Graduate - any person who has received one or more degrees from Northeastern Illinois University (or its predecessors) since 1961. Records are maintained for all graduates.

Alumnus/a - any person who attended classes at NEIU but did not graduate. Information about these alumni is added if they participate in university activities or request being added to the mailing list.

The following data is available:

Name
Address
Phone
Birth date
Degree Information [date, degree, major(s)]

The alumni database houses additional fields of information. However availability of this data is subject to FERPA guidelines. The Office of Alumni Relations also maintains biographical files on many of our alumni.