

INDIANA UNIVERSITY EAST
MILITARY REQUEST FOR “STUDENT RECRUITING INFORMATION”
(Please PRINT complete information)

_____ SEMESTER/YEAR _____

MAILING ADDRESS (to which requested information will be sent)

RECRUITER _____
ADDRESS _____
CITY _____
STATE _____ ZIP _____

PHONE NUMBER _____
EMAIL ADDRESS _____
DOD COMPONENT _____

I certify that I am a military service member currently assigned to a recruiting branch of the DOD component identified above. As such, I am charged with contacting young men and women and recruiting them for active duty or reserve military service. To assist in carrying out my assigned recruiting duties, I respectfully request that Indiana University East provide me with the following student recruiting information, as defined by the **Solomon Amendment**:

“Student Recruiting Information” is defined as: Name, address, telephone listing, age (or year of birth), level of education (e.g., freshman, sophomore, or degree awarded for a recent graduate), major, degrees received.

I understand that a student is defined as an individual who is 17 years of age or older and who is currently enrolled at IU East for the semester/term indicated above. I understand that this information cannot be provided until enrollment for the current term has been finalized (end of first week of classes). “Drop-out” lists are not authorized as student recruiting information under the Solomon Amendment and will not be provided.

I understand that student recruiting information can be provided by IU East in either hard paper format or electronically as an email attachment.

I understand that IU East must be given a reasonable period of time in which to process this request. IU East has established this timeframe to be ten (10) working days. In no case can this processing period exceed 45 days from receipt of this request.

For privacy reasons (, once this student recruiting information has been delivered to me by IU East, I understand that the information should only be used for recruiting purposes. In addition, the information should not be released to anyone outside the DOD component identified above.

_____ DATE _____

_____ RECRUITER'S SIGNATURE _____

TAKE/DELIVER THIS REQUEST TO THE REGISTRAR’S OFFICE (WZ116) FOR PROCESSING. The Registrar's Office will contact you when the requested information is ready.

REGISTRAR’S OFFICE USE ONLY

DATE REQUEST RECEIVED: _____

DATE REQUEST PROCESSED: _____

RECRUITER CONTACTED THIS DATE: _____

INFO SENT/PICKED UP: _____

Distribution:

Registrar's Office - Original