

Release of Student Information Authorization

Follow the instructions below to complete the Release of Student Information Authorization (RIA) requirement online. If the student is under the age of eighteen years old and is not legally emancipated, you must contact our office to complete a paper form.

- 1) Logon to myUCA (<http://my.uca.edu>)
- 2) Click the Self-Service tab
- 3) Click Student & Financial Aid
- 4) Click the Financial Aid tab
- 5) Click the Release of Student Information Authorization link above the red text
- 6) Click the Release of Student Information Authorization link in the list of surveys
 - a. If there is no Release of Student Information Authorization survey listed, it is not needed at this time. Please note that any changes to your financial aid package may require its completion at a later date.
 - b. If there are multiple Release of Student Information Authorization surveys listed, please complete each one. Each survey corresponds to a specific award year.
- 7) After reading the information, select either Yes or No
- 8) After selecting an answer, click Survey Complete

Your response will be automatically updated in our system within two business days. If it does not, please contact our office for assistance.

Student Financial Aid Office
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