



ACADEMIC ADVISING PROXY

PLEASE NOTE: Student photo identification (photocopy acceptable) must be presented upon submitting this form.

Instructions

An Academic Advising Proxy is issued when a student is unable to act on their own behalf. Reasons may include hospitalization, illness, mental health issues, and language barriers. By completing and signing this form, a student is giving permission for another individual to act on their behalf as it pertains to their advising record in the Academic Advising Centre. The Academic Advising Centre recommends students provide proxy for the minimum amount of time necessary. **Consent may be given for a maximum of 12 months and then renewed as needed.** Students should indicate which areas of their academic advising record they are releasing for the proxy.

Student information

Student name: _____

Student number: _____

Address: _____

Phone number: _____

Assigned proxy

The following individual has my permission to act as my proxy on matters relating to my academic advising record at the University of Victoria.

Name: _____

Proxy effective date: _____

Proxy expires: _____

My assigned proxy may conduct business on my behalf relating to:

☐ Letter(s) of permission

☐ Request(s) for academic concession

☐ **All** academic advising records

Student authorization

I hereby give authorization as identified above:

Student signature: _____

Date: _____

Proxy signature: _____

Date: _____

The University of Victoria collects, uses, discloses and retains personal information only in compliance with the University Act and the British Columbia Freedom of Information and Protection of Privacy Act. The University of Victoria collects the personal information on this form pursuant to section 26(a) and (c) of the Freedom of Information and Protection of Privacy Act. The information provided will be used only for the purposes of determining approved proxy status for matters relating to a student's academic advising record. For a detailed listing of the types of Personal Information the University collects and the purposes for such collection see Schedule A, Procedures for the Management of Personal Information. Should you have any questions concerning your personal information, please contact the University Secretary's office at foipp@uvic.ca or (250) 472-4914.