Valdosta State University  
Division of University Advancement  
Office of Advancement Services  
Authorization for use of Student/Alumni/Friends Data  
Data Request Form

I hereby declare that the confidential information requested is being used for official university business and only as the requested intent described below. I understand that shadow databases are not permitted and I certify that the data I am requesting will not be used for future mailings. ______________ please initial (Please allow a two week minimum for request to be completed)

**USAGE OF DATA:**

<table>
<thead>
<tr>
<th>External</th>
<th>Internal</th>
</tr>
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</table>

Projected mailing/usage date: __________________

Date of Request: __________________

Name: ___________________________________ Signature: _______________________

E-mail: __________________________ Phone/Ext: _______________________

Department: __________________________ Title: ___________________________

Brief Description of Request: __________________________________________

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**Request Information**

Please check as many boxes as appropriate:

**Population Criteria:**

- [ ] Alumni
- [ ] Faculty/Staff
- [ ] Corporation
- [ ] Donors
- [ ] Others (specify:)

Specify Giving Amount Greater than: __________________

**Other criteria necessary to complete request:**

- Degree Type: (MS, BS, MBA, etc.)
- Major/College: __________________
- Class Year Range: Start: ______ End: ______
- Counties (Georgia ONLY): __________________
- Starting Zip Code: ____________ Radius (in miles) ______

**Output:**

- [ ] Excel
- [ ] CSV
- [ ] Mailing Labels (must be provided, labels will be sorted by Zip Code)

**IMPORTANT: Mailing requests will remain open until address corrections are received in Information Systems.**

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**Advancement Services Use Only**

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<tr>
<th>Query Name:</th>
<th>Number Exported:</th>
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<th>Export Name:</th>
<th>Date Received:</th>
<th>Date Completed:</th>
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<th>Sent to:</th>
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<th>Completed by:</th>
<th>Comments:</th>
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Biographical and financial records stored in the Division of University Advancement are to be treated as confidential.