

# SOLOMON AMENDMENT PROCEDURE

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Military branches of service may receive student list information of currently enrolled students as per Solomon Amendment. A Solomon Amendment request must be in writing stating that the information requested is for 'recruitment purposes only.'

Student Recruiting Information (as defined by the Department of Defense in the October 23, 1998 Final Regulations).

- Name
- Address
- Telephone
- Age (or date of birth)
- Class level (freshman, sophomore, etc.)
- Academic Major (program of study)

**Process:**

- 1) Solomon Amendment requests must be submitted to the Registrar's Office in writing stating that the information requested is for 'recruitment purposes only'.
- 2) Registrar's Office will respond and/or complete the request within 5 business days.
  - a) A secure encrypted file will be uploaded or sent to military recruitment office