

# REQUEST FOR GRADES TO BE MAILED

The George Washington University  
Office of the Registrar @  
Colonial Central  
Marvin Center Ground Floor  
Phone: (202) 994-4900  
Fax: (202) 994-4448

## SUBMISSION INSTRUCTIONS:

If you are submitting your request in person, please visit the Office of the Registrar @ Colonial Central, on the Ground Floor of the Marvin Center on 21<sup>st</sup> Street NW.

If you are mailing your request, please submit it to:  
Office of the Registrar, 2121 I Street NW, Suite 101, Washington, DC 20052

You must complete this form in order to have semester grades mailed to you. Your request will be processed within 5-10 business days of receipt. Although final grades should be available two weeks after the end of the semester, it is the student's responsibility to check GWeb to ensure that all grades are posted before submitting this request.

Grade Mailers can only be processed for prior semesters. Please wait until a semester has ended and grades are posted before submitting your request.

Grades are mailed to the Grading address, followed by the Permanent address if there is no Grading address on file, followed by the Current address if there is neither a Grading nor Permanent address. Students should confirm all address information on file in GWeb before submitting this request.

Grade Mailers can only be sent to an address on file in GWeb.

## STUDENT INFORMATION

Name: \_\_\_\_\_ GWid: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Semester being requested: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_  
(please enter the year)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

Date Entered: \_\_\_\_\_ Date Mailed: \_\_\_\_\_