

**NOTIFICATION OF DIPLOMA ADDRESS CHANGE AND/OR
NAME OF RECORD CHANGE FORM**

The George Washington University
Office of the Registrar
Graduation Services
2100 Foxhall Road, NW
Academic Building, Room 102
Washington, DC 20007
Phone: (202) 242-6843
Fax: (202) 242-6636

This form should be used to notify the Graduation Services Office that you have updated your diploma address and/or name of record since submitting your Application for Graduation. **Do not** fax this form if your diploma address and/or name of record have **not changed** since applying for graduation.

Completed forms should be faxed to (202) 242-6636.

Name: _____ **GWid:** _____

E-mail: _____ **Phone:** _____

School: _____ **Degree:** _____

Expected Graduation Date: _____

Notification of Address Change

Date of Update: _____

New Diploma Address: _____

Notification of Name of Record Change*

Date of Update: _____

New Name of Record: _____ (First/Middle/Last)

Old Name of Record: _____ (First/Middle/Last)

* **Please Note:** If you are, or have ever been, employed by the University, name changes must be made through Human Resources, 2033 K Street, Suite 220. The following list is considered supporting legal documentation for name changes: birth certificate, court order/decre, marriage certificate or divorce settlement accompanied by valid identification.