

## REQUEST FOR GRADES TO BE MAILED

Office of the Registrar  
The George Washington University  
2121 Eye Street, N.W. Suite 101  
Washington, D.C. 20052  
Voice: 202.994.4900 Fax : 202.994.4448  
Email: [regweb@gwu.edu](mailto:regweb@gwu.edu)

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YOU MUST COMPLETE THIS FORM IN ORDER TO HAVE THIS SEMESTER'S GRADES MAILED TO YOUR PERMANENT ADDRESS. YOUR REQUEST WILL BE PROCESSED WITHIN 5-10 BUSINESS DAYS. ALTHOUGH FINAL GRADES SHOULD BE AVAILABLE TWO WEEKS AFTER THE END OF THE SEMESTER PLEASE CHECK YOUR GWEB PRIOR TO SUBMITTING THIS REQUEST.

UPON COMPLETING THIS FORM YOU MAY FAX OR MAIL THIS FORM TO THE ADDRESS PRINTED ABOVE. YOU MAY ALSO HAND DELIVER IT TO THE OFFICE OF THE REGISTRAR, RICE HALL, SUITE 101.

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Name: \_\_\_\_\_  
Last First M.I.

GW ID / SSN: \_\_\_\_\_

SEMESTER GRADES BEING REQUESTED: Fall \_\_\_\_ Spring \_\_\_\_ Summer \_\_\_\_

Signature: \_\_\_\_\_  
(Note: The office of the Registrar will not process any request received without a signature.)

Date: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

DATE ENTERED: \_\_\_\_\_ DATE MAILED: \_\_\_\_\_