

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 21st 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. If no grading address exists in your records, grades will be mailed to your permanent address. 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.

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: _____