

REQUEST FOR CERTIFICATION SERVICES

Certification Services forms can be submitted in any of the following ways:

- In person at Colonial Central in the Marvin Center at 800 21st Street, NW
- By mail to Office of the Registrar, 44983 Knoll Square, Enterprise Hall, Suite 390, Ashburn, VA 20147
- By email to **registrar@gwu.edu**
- By fax to **(202) 994-0282**

Current Name _____	GWid or Student ID _____	DOB _____
Daytime Phone Number _____	Email Address _____	

Certification Type

Letters We Can Write

- Enrollment for a given semester *(available starting the first day of the semester)*
specify semester: _____
- Registration *(student must be registered at the time of request)*
- Degree(s) awarded and date(s)
- Expected degree and date
- Invitation Letter **
specify visit or graduation: _____
- Other _____

Forms You Must Provide:

(please specify the semester to be certified)

- Law School Bar or Pre-Legal Forms
- Automobile Insurance Forms _____
- Loan Deferment Forms _____
- Health Insurance Forms _____
- Common Application
- Other _____

****You are strongly encouraged to print neatly or type the names and relationships for a letter of invitation to ensure proper spelling in the letter. Please include this information on the back of this form.**

Delivery Method

Requests will be completed in approximately four business days, but will take longer during high-volume times including the beginning of the semester and the period following spring commencement. Certain requests, such as course descriptions or forms that must be sent to another department, may take longer to complete. Please allow a minimum of one week for notary services.

<input type="checkbox"/> Email _____ Attention _____	_____	_____
<input type="checkbox"/> Fax _____ Attention _____	_____	_____
<input type="checkbox"/> Mail _____ Attention _____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
City _____	State _____	Zip _____

Signature and Date

By signing this request, I authorize the George Washington University to produce a Letter of Certification verifying the information requested above. By choosing to have my certification faxed or emailed, I understand that confidential information may not be transmitted securely and I agree to release the Office of the Registrar from any and all liability.

_____	_____
Signature	Date

**THE GEORGE
WASHINGTON
UNIVERSITY**
WASHINGTON, DC

Office of the Registrar

Colonial Central
Marvin Center
Ground Floor

Phone:
(202) 994-4900

Fax:
(202) 994-0282

Email:
registrar@gwu.edu