



Request for Certification of Good Academic Standing

Students should contact the Registrar's Office (G-01 White Gravenor) with requests to certify enrollment and student status (full or part-time, for example) as described at <http://registrar.georgetown.edu/certification/>. The Registrar's Office has sole authority for this level of certification.

Students in need of a letter (for employers and graduate/professional programs) noting specifically that they are in good academic standing should fill out this form and submit it to the Assistant Dean for Academic Affairs & Compliance (3307 M Street, Suite 202; or fax to 202-687-8954) at least *two weeks* prior to the date needed by the requestor.

I, _____, request that the
(student's name)

Assistant Dean of Academic Affairs & Compliance send an official letter confirming my academic standing to the following person/office at the following address:

I have reviewed the policies regarding academic standing for my program and understand that this letter will be marked confidential to the person/office listed above.

Student Name & Signature

Student GUID Number

Date