GEORGETOWN UNIVERSITY
School of Continuing Studies

Office of Academic Affairs & Compliance
School of Continuing Studies
Georgetown University
640 Massachusetts Ave., NW
Washington, DC 20001
Fax: 202-784-7235
scsoaac@georgetown.edu

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/records/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 (640 Massachusetts Ave., NW Washington, DC 20001; or fax to 202-784-7235) 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's Signature Date

_____ _____
Student's GUID Number Program

For internal use only - Date Received: _____ Date Processed: _____