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/](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:            