



# GIA®

## Education Verification Request

It is GIA policy to release certain directory information to anyone who requests it. This information is released in compliance with the U.S. Family Educational Rights and Privacy Act (FERPA). To learn more about directory information that may be disclosed without student consent, visit: [GIA.edu/ferpa](http://GIA.edu/ferpa).

Requests will normally be processed within five business days, however, some records may require up to 30 days.

### PLEASE SUBMIT ALL REQUESTS IN WRITING TO:

GIA  
The Robert Mouawad Campus  
Custodian of Records, Education Records Department  
5345 Armada Drive, Mail Stop # 2A  
Carlsbad, CA 92008  
Fax: 760 603 4418  
Email: [records@gia.edu](mailto:records@gia.edu)

### Requestor Information

Name

Company Name (if applicable)

Address

City

State/Province

Zip/Postal Code

Country

Telephone

Fax

Email

### Student/Graduate Information

**Please complete the following information regarding the person you are inquiring about. Incorrect and/or illegible information will limit our ability to provide an accurate response.**

Student Number

Full Name (include maiden name if applicable)

Date of Birth

Address

City

State/Province

Zip/Postal Code

Country

Telephone

List course(s) taken, including name of the course(s), whether they are Distance Education, On Campus, or Lab classes, and date(s) if known.

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