



# GIA®

## Education Verification Request

It is GIA policy to release the following directory information to anyone who requests it: student name, fields of study, dates of enrollment, diplomas and certificates and dates conferred, academic honors and awards received. This information is released in compliance with the U.S. Family Educational Rights and Privacy Act.

Requests will normally be processed within five business days. 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 # 2  
Carlsbad, CA 92008  
Fax: 760 603 4091  
Email: 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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