



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.

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

Requestor Information

Name

Company Name (if applicable)

Telephone

Email

Graduate Information

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

Full Name

First Name

Middle Name

Last Name

Former Name *if applicable*

First Name

Middle Name

Last Name