



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 US 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:

Gemological Institute of America
The Robert Mouawad Campus
Custodian of Records, Education Records Department
5345 Armada Drive, Mail Stop # 2
Carlsbad, CA 92008
Fax: 760-603-4091

Requestor Information

Name: _____

Company Name (if applicable): _____

Address: _____

City: _____

State/Province: _____ Zip/Postal Code: _____

Telephone: _____ Fax: _____

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): _____

Social Security #: _____ Date of Birth: _____

Address: _____

City: _____

State/Province: _____ Zip/Postal Code: _____

Telephone: _____

Course(s) taken, include name of course(s), whether distance education, on campus, or lab classes, and date(s) if known.

