



► STEP 1: IDENTIFY YOURSELF

First name:

Last name:

Your name when you attended Furman, if different:

Social Security Number:

or

Furman ID:

Date of Birth:

The last year you attended Furman: *REQUIRED*

► STEP 2: SPECIFY SOME IMPORTANT DETAILS

How many copies of the transcript should be sent to the recipient?

When should the transcript(s) be sent: now at the end of the term on a specific date:

Will you pick up your transcript(s) or should we mail it? mail pick-up at Academic Records

Do you have any other materials or forms that should be sent with the transcript? yes no

Tell us about any other handling instructions you might have:

► STEP 3: PROVIDE A DELIVERY NAME AND ADDRESS

Name:
Address:

City, State, Zip:

► STEP 4: PROVIDE YOUR NAME AND ADDRESS

Name:
Address:

City, State, Zip:
Telephone:
E-mail:

► FINAL STEP: AUTHORIZE YOUR REQUEST

Signature: _____ Date: _____

Transcript service is offered by Furman University at no charge.