



### ► STEP 1: IDENTIFY THE STUDENT TO VERIFY

First name:

Last name:

The student's name when he or she attended Furman, if different:

Social Security Number:

or

Furman ID:

or

Date of Birth:

The last year the student attended Furman:

### ► STEP 2: SPECIFY SOME IMPORTANT DETAILS

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

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

Will you pick up your verification(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 verification?      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:   
Country:

Describe the reason for this verification:

### STEP 4: PROVIDE YOUR NAME AND ADDRESS

Name:   
Address:   
City, State, Zip:   
Country:   
Telephone:   
E-mail:

### ► FINAL STEP: AUTHORIZE YOUR REQUEST

Signature: \_\_\_\_\_ Date: \_\_\_\_\_