

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

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:

*REQUIRED*

### ► STEP 2: SPECIFY SOME IMPORTANT DETAILS

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

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

Will you pick up your certification(s) or should we mail it?      mail      pick-up at the Registrar's Office

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

Tell us about any other handling instructions you might have:

### ► STEP 3: PROVIDE A DELIVERY NAME AND ADDRESS

### ► STEP 4: PROVIDE YOUR NAME AND ADDRESS

Name:

Address:

City, State, Zip:

Country:

Describe the reason for this certification:

Name:

Address:

City, State, Zip:

Country:

Telephone:

E-mail:

### ► FINAL STEP: AUTHORIZE YOUR REQUEST

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