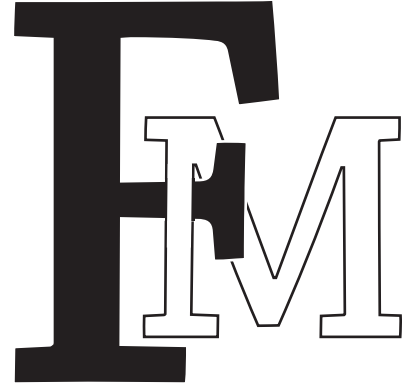


# FRANCIS MARION UNIVERSITY TRANSCRIPT REQUEST

Office of the Registrar  
PO Box 100547, Florence, SC 29502  
843-661-1175 • FAX 843-661-1177



Name & Address

|  |
|--|
|  |
|  |
|  |
|  |

**STUDENT**

Are you currently enrolled?  Yes  No

If not, when? \_\_\_\_\_

What degree(s) have you received from FMU?

Bachelor's  Master's  N/A

**I authorize the release of my academic records to  
the individual/institution named below:**

\_\_\_\_\_  
**Student Signature (REQUIRED) Do not print**

Contact Phone # \_\_\_\_\_

Email address \_\_\_\_\_

Name & Address PLEASE PRINT CLEARLY

|  |
|--|
|  |
|  |
|  |
|  |

**Send transcripts to:**

Date of Request:

Social Security Number:

Number of copies requested: \_\_\_\_\_

Official \_\_\_\_\_

Unofficial \_\_\_\_\_

Check as applicable:

Send immediately

Student will pick up

Hold for grades or  Graduation

Fall

Spring

Late Spring (Maymester)

Summer I

Summer II

Other

### Transcript Request Policies:

- There is a \$9.00 fee for each copy of a transcript requested, Official and Unofficial. Make checks payable to FMU.
- Transcripts requested by anyone except the student will not be honored without the student's WRITTEN AUTHORIZATION.
- All outstanding obligations must be cleared BEFORE any transcript can be released.
- All transcripts are sent via first class mail. Express mail delivery arrangements must be made and paid for by the student.
- Students may obtain official transcripts. Official transcripts and their envelopes are stamped "Official" and embossed with gold seal.
- Unofficial transcripts issued directly to the student are stamped "ISSUED TO STUDENT" or noted as "UNOFFICIAL COPY."

|                            |
|----------------------------|
| _____ Receipt No.          |
| Business Office Int. _____ |
| Paid \$ _____              |
| Date Sent: _____           |
| Other: _____               |