



Converse II
580 East Main Street
Spartanburg, SC 29302
Office: (864) 596-9014
Fax: (864) 596-9221

College Transcript Request Form

Instructions to Applicant

1. Request a copy of your transcript from the Registrar at each college or technical school you have attended since high school graduation or receipt of a GED. (If you attended more than one institution, photocopy this form and send a request to each one.)
2. Complete information requested below:

Name of College _____

Full Legal Name _____
(Title) (Last) (First) (Middle) (Maiden Name)

Mailing Address _____

City, State, Zip Code _____
(Country if Outside USA)

Date of Birth _____ Dates Attended _____

Social Security Number _____

Your Signature _____

Send this form to the Registrar's Office at the college(s) you attended previously.
Duplicate this form if necessary.

Instructions to Registrar's Office

1. Send one (1) official copy of the above student's transcript to

Converse II
Converse College
580 E. Main Street
Spartanburg, SC 29302-0006

2. Please enclose this form with transcript.