

Transcript request policy

for JCC alumni and current and former students

At any time during attendance at JCC, a student or alumnus may request in writing that the registrar's office send an official transcript of his/her record directly to another college or a prospective employer.

Students may request unofficial transcripts for personal use at any time from the registrar's office.

There is no charge for either official or unofficial transcripts.

Official transcript requests

You may request an official transcript be sent in one of the three following ways:

- ✓ Complete the form below and return it in person, by fax, or by mail.
- ✓ Pick up a transcript request form at any campus or site. Complete the form and return it in person, by fax, or by mail.
- ✓ Request an official transcript by letter. The letter, which, can be faxed, mailed, or delivered in person, should include the following:
 - full name (include maiden name, if applicable)
 - your social security number
 - dates you attended JCC
 - where you want the transcript sent (address)
 - your signature

Mailing address: Jamestown Community College
Registrar's Office
525 Falconer St.
Jamestown, NY 14701

Fax: 716/338-1472



TRANSCRIPT REQUEST FORM

name _____ J-number _____ today's date _____

name previously registered under _____ birthdate _____ last semester you completed at JCC: _____

address _____
street _____ city _____ state _____ zip _____

I authorize JCC to send:

now OR *at the end of the current semester* my: official transcript OR unofficial transcript

If you are transferring to a State University of New York institution, your General Education Transcript Addendum (GETA) will be sent automatically to that institution, if required.

Address to which you wish your transcript sent: (The address you give will be used **exactly** as you print it; please be accurate and complete.)

Your signature is needed to release your transcript. Please sign below:
