JCC
JAMESTOWN
COMMUNITY
COLLEGE
S U N Y

REQUEST FOR TRANSCRIPT

To the applicant: As part of the application process at Jamestown Community College, an official transcript from your high school and any college(s) you have attended must be sent to the JCC admissions office. These transcript(s) must be on file in the admissions office to complete your application and to allow further processing. **YOU MUST REQUEST YOUR TRANSCRIPT(S) YOURSELF.** Complete and submit the form to each school you attended.

_____ _____
Name of high school or college attended Date

_____
Address

_____
City State Zip

To Whom It May Concern:
I request that an official transcript of my educational record be forwarded to:

Admissions Office
Jamestown Campus *(includes North County and Warren centers)*
Jamestown Community College
PO Box 20
Jamestown, NY 14702-0020
Phone: 716.338.1001 or 1.800.388.8557, ext. 1001
Email: admissions@mail.sunyjcc.edu

(Please Print)

Full name:_____
first middle (maiden) last

Address:_____
number and street, or post office box

City:_____ State:_____ Zip:_____

Date of birth: _____ Last date of attendance: _____
month day year month day year

Email:_____

Should there be a transcript service charge, please bill me at my address. Prompt service in sending transcripts to Jamestown Community College is greatly appreciated.

Thank you,

_____
Signature

Attention school counselor or registrar:
All official high school transcripts must include "diploma type" (academic, Regents, local, IEP, etc.) and final grade point average with class rank. Please return this form with the requested transcript so JCC can easily identify the student. Thank you!