Office of the Registrar
TRANSCRIPT REQUEST FORM

Official transcripts are <u>NOT</u> issued to students. Unofficial copies may be requested for personal use. There is a $5.00 processing fee for each transcript requested. Transcripts will not be released if there are any balances due or property that must be returned to the College.

SS#: _____-_____-_____ **DATE OF REQUEST: _____**

NAME: _____
(LAST) (FIRST) (MAIDEN)

MAJOR: _____ **PHONE NUMBER: (_____)_____-_____**

CURRENT ADDRESS: _____

_____

EMAIL: _____

ARE YOU PRESENTLY ENROLLED AT JTI? ___YES ___ NO IF YOU RESPONDED NO, INDICATE YEAR OF GRADUATION: 19_____ 20_____

<u>TYPE OF TRANSCRIPT</u>:

____Official ___Unofficial

NUMBER OF COPIES @ $5.00 EA. : _____
If the transcript is being sent to more than one place use more form. Otherwise indicate number of copies needed.

<u>PROCESS TRANSCRIPT</u>:

_____Send Transcript Immediately

_____Hold for current semester grades

_____Transcript is to be picked up (*Unofficial than one transcripts only. ID is required)*

SEND TRANSCRIPT TO THE FOLLOWING ADDRESS *<u>PLEASE NOTE: TRANSCRIPTS WILL NOT BE FAXED</u>*

_____
NAME OF OFICE/ATTENTION

_____
COLLEGE/BUSINESS

_____
ADDRESS

_____
CITY/STATE/ZIP

STUDENT SIGNATURE:_____

FOR OFFICE USE ONLY:

DATE SENT_____ AMT PAID_____ SENT BY _____