

Request for Transient Letter/Letter of Good Standing

Name _____ J Number _____

Address _____

Phone/Cell Phone _____

College you plan to attend: _____

College city and state: _____

Term/Year you will be attending as a transient student: Fall Spring Summer 20_____

(Circle One)

Check one: _____ I will pick up

_____ Letter of Good Standing _____ Email to: _____

_____ Transient Letter _____ Mail to: _____

Complete the following for each course you plan to take as a transient student. Attach a course description if you will be attending an institution out-of-state.

Transfer Course Number	Transfer Course Title	Transfer Course Hours	JSCC Credit to be Awarded

I understand that it is my responsibility to request an official transcript be sent to Enrollment Services at Jefferson State.

Student's Signature Date

Requests with missing or incorrect information will be returned to the student.

Please mail your completed request to Enrollment Services, Jefferson State Community College, 2601 Carson Road, Birmingham, AL 35215-3098, fax to 205-856-8097, or bring your completed request to Enrollment Services in Allen Library, Room 100 on the Jefferson Campus or to Enrollment Services at any of our locations.

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