

TRANSIENT STUDENT APPROVAL FORM

Instructions:

A JTCC Application for Admission (requesting transient student status) must be on file with Admissions and Records at the time of registration. High school and college transcripts are not required, and any placement testing requirements will be waived as a courtesy to the home institution. This Transient Student Approval Form should be presented in person at the time of registration. The student should request a personal copy of this approval form from the home institution.

JTCC EmplID: _____ Date of Birth: ____/____/____

_____ Last Name _____ First Name _____ MI _____

Daytime Phone#: _____ Cell Phone#: _____

Intended Term of Enrollment at JTCC:

Fall Session 20____ Spring Session 20____ Summer Session 20____

Intended Campus: Midlothian Chester

JTCC Subject	JTCC Number	JTCC Class Title	Class Credits
ENG	111	English Composition 1 SAMPLE	3

The home institution approves these JTCC classes for completion of degree requirements.

Home Institution: _____

Institution Advisor or Approved Designee: _____

Office Phone: _____ Fax: _____

Approval Signature: _____

Upon completion of the class(es), the student will need to request a transcript from JTCC to send to their home institution (with the exception of other VCCS schools).

Transcript Request Procedure:

To request an official transcript you may log on <http://www.jtcc.edu/services/transcript-requests/official-transcript-requests/> to learn how to request an electronic copy from parchment.com. You may also either come in person to the Admissions and Records office or mail a request to Admissions and Records. A \$3.00 fee applies for each copy. The student is responsible for providing the complete mailing address of their home school. Transcripts will be mailed within 5-7 business days. If the student wishes to pick-up the transcript it will be available the following business day after the request is made and paid for. Picture ID is required for pick-up. If you are requesting your transcript before classes end, please make sure you indicate that you would like your request held until final semester grades are posted.

Student Signature: _____ Date: _____

Chester Campus 13101 Jefferson Davis Highway Chester, VA 23831 Phone: 804-706-5211 Fax: 804-796-4362	JTCC—Admissions and Records Office JTCC Form # AF017	Midlothian Campus 800 Charter Colony Parkway Midlothian, VA 23224 Phone: 804-594-1544 Fax: 804-594-1543
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