



## 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:***

that an official transcript of my educational record be forwarded to the 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.sunyicc.edu](mailto:admissions@mail.sunyicc.edu)

(Please Print)

Full name: \_\_\_\_\_

first	middle	(maiden)	last
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Address: \_\_\_\_\_  
number and street, or post office box

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Last date of attendance: \_\_\_\_\_

Email: [info@pennmath.com](mailto:info@pennmath.com)

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

Thank you,

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**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!**