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

<table>
<thead>
<tr>
<th>JTCC Subject</th>
<th>JTCC Number</th>
<th>JTCC Class Title</th>
<th>Class Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG</td>
<td>111</td>
<td>English Composition 1  SAMPLE</td>
<td>3</td>
</tr>
</tbody>
</table>

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: ____________

JTCC—Admissions and Records Office

Chester Campus  Midlothian Campus
13101 Jefferson Davis Highway  800 Charter Colony Parkway
Chester, VA 23831  Midlothian, VA 23224
Phone: 804-706-5211  Phone: 804-594-1544
Fax: 804-796-4362  Fax: 804-594-1543

JTCC Form # AF017