

# 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. Once signed by the home institution, this Transient Student Approval Form should be emailed to [admissionsandrecords@jtcc.edu](mailto:admissionsandrecords@jtcc.edu) or presented in person at the time of registration. The student should request a personal copy of this approval form from the home institution.

JTCC EmpID: \_\_\_\_\_

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 <b>SAMPLE</b>	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 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. 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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