



Unofficial Transcript Request Form Instructions

Requesting an Unofficial Transcript

Current students may request an unofficial transcript. Unofficial transcripts will only be released directly to a currently enrolled and attending student. To obtain an unofficial transcript, students must complete the attached Unofficial Transcript Request Form and provide the supporting documentation. Unofficial transcripts are not available to non-enrolled and non-attending individuals. Such individuals may obtain an official transcripts at <https://www.parchment.com/u/registration/56330195/account>.

Supporting Documentation

To verify student identity, Jersey College requires current students requesting an unofficial transcript to provide one (1) form of identification with their request. Acceptable forms of identification are: passports, birth certificates, driver's licenses and school identification. Students are advised that transcripts will not reflect changes in legal names unless documentation was provided to the College prior to the request.

The signed Unofficial Transcript Request Form and proof of identification must be personally submitted to the administrative staff at your campus. All unofficial transcript requests must be signed. Unsigned unofficial transcript request forms will not be processed.

Processing Time

We will use reasonable efforts to process all unofficial transcripts within seven business days.



JERSEY COLLEGE
UNOFFICIAL TRANSCRIPT REQUEST FORM
FOR CURRENTLY ATTENDING STUDENTS
Complete this form and sign below. Please print clearly.

Student Information

<i>Name: (First Middle Last Jr., etc.)</i>			
<i>Address:</i>	<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>
<i>Email address:</i>			
<i>Home Telephone:</i> ()	<i>Work Telephone:</i> ()	<i>Mobile (Cell) Telephone:</i> ()	
<i>Social Security #:</i> - -		<i>Date of Birth (MM-DD-YY):</i> - -	

Note: If the name you provided above does not match Jersey College's records, you must submit to administration legal documents detailing your name change (marriage license/certificate, court order, or divorce decree). In such case, processing of your request will be delayed.

Program Information

<i>Campus Attending (City and State)</i>	<i>Name of Program Attending</i>
<i>Start Date (Month and Year)</i>	

I hereby affirm that I have read and reviewed all information in this form. In addition, I hereby affirm that all information supplied on this form by me is complete and accurate. I understand that giving false information may be shared with licensing bodies and subject me to disciplinary actions. According to the Family Educational Rights and Privacy Act (FERPA) a student's record may not be released unless written authorization has been provided to our institution by the student. By signing and dating the section below, you are allowing Jersey College to release your educational transcript. **If this form is not signed by the student, the request will not be processed or granted.**

Student's signature: _____ Date: _____

FOR OFFICE USE ONLY		
Verified by: _____	Date Processed: _____	Financially Cleared: <input type="checkbox"/> YES <input type="checkbox"/> NO