



## TRANSIENT LETTER REQUEST FORM

**INSTRUCTIONS:** Complete each section and return to the *Admissions & Records Office* on the Birmingham Campus or the *Record's Office* on the Bessemer Campus. A *Letter of Goodstanding* or *Transient Letter* will be processed within 24-48 hours of receipt. If approved, you are required to submit an official transcript to LSCC from the institution attended immediately after the completion of the term.

STUDENT INFORMATION	Name: _____ ID or SS#: _____ Phone #: _____ Email Address: _____ Address: _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: auto; margin-right: auto;"> <span>Street</span> <span>City</span> <span>State</span> <span>Zip</span> </div>
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REQUIRED INFORMATION	<table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>College:</b>    <input type="checkbox"/> Jefferson State Community College  <input type="checkbox"/> University of Alabama at Birmingham  <input type="checkbox"/> Other College: _____             </td> <td style="width: 50%; vertical-align: top;"> <b>Term:</b>    <input type="checkbox"/> FALL  <input type="checkbox"/> SPRING  <input type="checkbox"/> SUMMER             </td> </tr> </table> Mailing Address: _____ _____ _____ _____  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 45%; text-align: left;"><b>Course Number</b> <small>(As designated by the institution listed above )</small></th> <th style="width: 50%; text-align: left;"><b>Course Name</b> <small>(Ex: Intermediate College Algebra)</small></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">2</td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">3</td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; width: 80%; margin-left: auto; margin-right: auto;"> <span>_____</span> <span>_____</span> </div> <div style="display: flex; justify-content: space-between; width: 80%; margin-left: auto; margin-right: auto;"> <span>Signature</span> <span>Date</span> </div>	<b>College:</b> <input type="checkbox"/> Jefferson State Community College <input type="checkbox"/> University of Alabama at Birmingham <input type="checkbox"/> Other College: _____	<b>Term:</b> <input type="checkbox"/> FALL <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER		<b>Course Number</b> <small>(As designated by the institution listed above )</small>	<b>Course Name</b> <small>(Ex: Intermediate College Algebra)</small>	1			2			3		
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1															
2															
3															

ACTION TAKEN	<div style="display: flex; justify-content: space-between; width: 80%; margin-left: auto; margin-right: auto;"> <input type="checkbox"/> Approved    <input type="checkbox"/> Denied    _____         </div> <div style="display: flex; justify-content: space-between; width: 80%; margin-left: auto; margin-right: auto;"> <span>Dean of Students/Designee</span> <span>Date</span> </div> <b>NOTES:</b> _____ _____ _____ _____
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