

TRANSCRIPT REQUEST

To request a copy of your Junior Year in France transcript, please complete and sign this form and **mail, email or fax** it to the Junior Year in France office in Virginia. All requests must have student's name and period of attendance in program. Junior Year in France does not accept requests via telephone, e-mail or third party requests for transcripts. Request for transcripts are processed as soon as possible. Please give at least one week notice.

There is a **\$5.00 processing fee** on each official transcript. Payment by check or money order may be made payable to Sweet Briar College JYF or online using a debit card, credit card or e-check at Sweet Briar College Online Payments on the Transcript Request webpage. You may email your request to jyf@sbcc.edu or fax your request to (434) 381-6283 or send it to: Junior Year in France, 134 Chapel Road, Sweet Briar College, Sweet Briar, VA 24595. Please direct questions regarding transcripts to (434) 381-6109 between 8:30 a.m. to 5:00 p.m. Eastern Standard Time.

DATE: _____

NAME (Maiden name if applicable)

ADDRESS PHONE NUMBER

Email Address: _____

Period of Enrollment: _____

Number of transcripts: _____

Address(es) to which you would like transcripts to be sent:

Signature (required)