



JUNIOR YEAR IN FRANCE

TRANSCRIPT REQUEST

DATE: _____

To request a copy of your Junior Year in France transcript, complete this form and mail 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 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 for each official transcript. Checks or money orders may be made payable to Sweet Briar College Junior Year in France.

Please direct questions regarding transcripts to (434) 381-6109 between 8:30 a.m. to 5:00 p.m. Eastern Standard Time.

You may 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

NAME (Maiden name if applicable)

ADDRESS

PHONE NUMBER

Email Address: _____

Period of Enrollment: _____

Number of transcripts: _____

Addresses for transcripts:

Signature (required)