



JOLIET JUNIOR COLLEGE

1901

Request for Third Party Transcript Pick Up

Joliet Junior College will accept requests for third party transcript pick up, however a written consent is required. If you are giving permission for a third party to pick up a transcript on your behalf, please follow these instructions.

Send a **hand written request** via email to transcriptsinfo@jjc.edu. **ALL** information below should be provided on the letter. **Make sure to sign request.**

Along with this information you will need to send **a copy of your photo ID**. (Send from your personal email)

Note: Several students utilize their cell phones in this process by taking a snap shot of their letter and photo ID and sending it via email from their phone.

Please provide the following information:

1. Name of individual designated to pick up transcript
2. JJC School ID# OR SSN
3. Date of Birth: ___/___/___.
4. Name when attending JJC(Last, First)
5. Phone Number
6. Approximate Dates of Attendance
7. Did you attend JJC prior to 1976?

Example:

I, ___ **Full Name** ___, hereby authorize Joliet Junior College to release a copy of my unofficial transcript and/or official transcript to ___ **Name of individual designated to pick up transcript** ___. I attended Joliet Junior College approximately ___ to ___ and my **DOB/ last 4 SSN/ID number** is _____.