



# OLEAN BUSINESS INSTITUTE TRANSCRIPT REQUEST

processed by  
JAMESTOWN BUSINESS COLLEGE

*There is a \$10 processing fee. Please make checks payable to Jamestown Business College.*

## Request for Official Transcript

Return request form with payment to:

Registrar  
Jamestown Business College  
7 Fairmount Avenue  
P.O. Box 429  
Jamestown, NY 14702-0429

**For more information, call Erica Sheesley at (716) 664-5100.**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Last Name while attending OBI: \_\_\_\_\_ Social Security #: \_\_\_\_-\_\_\_\_-\_\_\_\_

Dates of Attendance: \_\_\_\_\_

Current Address: \_\_\_\_\_  
\_\_\_\_\_

Daytime phone number: (\_\_\_\_) \_\_\_\_\_ e-mail: \_\_\_\_\_

Please send an unofficial transcript to the address listed above.

Mail official transcript to: Recipient: \_\_\_\_\_

Institution: \_\_\_\_\_

Street: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_