

To Whom It May Concern:

I, _____ understand that Jacksonville University requires that:

- x I must provide the Office of Academic Affairs original official transcripts in English (no photocopies) for all my undergraduate and graduate courses as soon as possible but no later than the first day of classes of the first semester I am employed
- x I must contact directly those institutions who have granted me credits requesting official transcripts be sent to the University. The University is unable to make those requests for me due to privacy act restrictions.
- x I must return this document to the University signed and dated as proof