



# Sacred Heart Junior College

Excellence, Innovation, Productivity

**OFFICE OF THE REGISTRAR**  
 EMAIL the REGISTRAR: [laura@shjc.edu.bz](mailto:laura@shjc.edu.bz), [melissa@shc.edu.bz](mailto:melissa@shc.edu.bz)  
 Or visit Our Website: <http://www.shc.edu.bz>

## GRADUATION APPLICATION

**Instructions:** Please provide the information requested in print, and return the completed application to the Office of the Registrar.

NB: If the name you wish to appear on your diploma differs from that which appears on your student records, you must provide one of the following **ORIGINAL** documents and submit a **NAME CHANGE FORM** along with this application:

- Birth Certificate
- Marriage Certificate
- Passport
- Social Security Card

LAST NAME	FIRST NAME	MIDDLE NAME	STUDENT ID
NAME OF PROGRAM		TODAY'S DATE (DD/MM/YYRR)	
SEMESTER (Check one) <input type="checkbox"/> Semester 1 <input type="checkbox"/> Semester 2 <input type="checkbox"/> Summer   Academic Year 20__ - 20__			
Student Contact Info	PHONE		MOBILE
EMAIL		HOME ADDRESS	

**NOTE: Community Service is a graduation Requirement. Every SHJC student must complete a minimum of 30 hours of community service before they apply to graduate. Community Service Trackers must be submitted along with Graduation Applications**

<p><b>Please check the boxes which apply to you:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I have completed Community Service?</li> <li><input type="checkbox"/> I will participate in the graduation ceremonies</li> <li><input type="checkbox"/> I will <b>NOT</b> participate in the graduation ceremonies</li> </ul> <p><b>I am applying for:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Graduation in May/June (Year: _____)</li> <li><input type="checkbox"/> Graduation in July/August (Year: _____)</li> <li><input type="checkbox"/> Graduation in December (Year: _____)</li> </ul>	<p><b>For Official Use ONLY:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Preliminary Review:</li> <li><input type="checkbox"/> Completed Community Service</li> </ul> <p>Comments: _____        _____</p> <p>Date Reviewed: _____        Signature: _____</p>
<p>I would like the name on my diploma to appear as:</p> <p>_____</p> <p>FIRST                                  MIDDLE                                  LAST</p> <p>I am providing one of these legal documents:</p> <ul style="list-style-type: none"> <li>• Birth Certificate</li> <li>• Passport</li> <li>• Social Security Card</li> <li>• Marriage Certificate</li> </ul> <p>Student's Signature: _____</p>	<p><b>For Official Use ONLY:</b></p> <p>Final Review:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Completed Community Service</li> <li><input type="checkbox"/> All Courses Completed</li> </ul> <p><input type="checkbox"/> File Reviewed by: _____</p> <p>Comments: _____        _____</p> <p>Date: _____        Signature: _____</p>