



SACRED HEART JUNIOR COLLEGE

Excellence, Innovation, Productivity

OFFICE OF THE REGISTRAR

EMAIL the REGISTRAR: laura@shjc.edu.bz, melissa@shc.edu.bz

Or visit Our Website: <http://www.shc.edu.bz>

REQUEST FOR AN OFFICIAL LETTER

Instructions: Please provide the information requested in print, and return the completed application.

A. Current Name and Address

LAST NAME	FIRST NAME	MIDDLE NAME	STUDENT ID
			EMAIL:
PROGRAM YOU WERE OR ARE ENROLLED IN:			
NO. OF STREET		CITY/TOWN	
DISTRICT		COUNTRY	
PHONE		MOBILE	

B. Type of Letter Requested

Type of Letter:

- Enrollment Letter (student status, program & courses taken) \$5.00
- Embassy Letter (student status- course completed and courses remaining) \$10.00
- Immigration (status of student) \$10.00
- Estimate Letter (cost per semester or for program) \$10.00
- Program Review (courses that are remaining to complete program)

Purpose of letter:	
DATE RECEIVED:	BY:

C. I UNDERSTAND THAT THE LETTER REQUEST TAKES 5 WORKING DAYS AND THAT IF I HAVE A FINANCIAL OBLIGATION TO THE JUNIOR COLLEGE, MY REQUEST WILL NOT BE PROCESSED UNTIL MY OBLIGATION IS CLEARED.

SIGNATURE OF STUDENT

DATE