



# SACRED HEART JUNIOR COLLEGE

OFFICE OF THE REGISTRAR

EMAIL the REGISTRAR: [laura@shc.edu.bz](mailto:laura@shc.edu.bz), [melissa@shc.edu.bz](mailto:melissa@shc.edu.bz)

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

## REQUEST FOR TRANSCRIPT

**Instructions:** Please provide the information requested in print, make payment at the Accounts Department and return the completed application to the Office of the Registrar along with receipt.

### A. Personal Information

Mr. Ms. Mrs.	LAST NAME	FIRST NAME	MIDDLE NAME	STUDENT ID
DATE OF BIRTH (DD/MM/YY)		EMAIL:		
Street		City/Town		
District		Country		
Home Phone		Mobile		
CURRENT PLACE	OF EMPLOYMENT	TELEPHONE NUMBER	PLACE OF EMPLOYMENT	
NAME AS IN SHJC RECORDS:	LAST NAME	FIRST NAME	MIDDLE NAME	

### B. Enrollment Information

Currently Enrolled: <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, provide program enrolled at SHJC:	
Completed Degree: <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, Program Conferred:	Year:

### C. Type of Transcript Requested:

<input type="checkbox"/> Official transcript (\$10.00)(48 hours)	Received By:
<input type="checkbox"/> Official same day transcript (24Hrs): (\$20.00)	
No. of Copies: _____	Date Received (dd/mm/yr):

**D. I understand that the transcript(s) will be ready 2 work days after the submission of the request form and that I will receive my transcript(s) until all financial obligations to Sacred Heart Junior College have been met.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date Requested

### E. For Official Use Only

ACCOUNTS DEPARTMENT	SHJC REGISTRARS OFFICE
Applicant has met all financial obligations to Sacred Heart Junior College	Applicant's transcript has been reviewed by Registrars Office
_____ Accounts Department	_____ Registrar/Assistant Registrar
_____ Receipt No.	_____ Date Reviewed

**PLEASE NOTE:** Transcript requested by Fax **ARE NOT** accepted **EXCEPT** in the case of an emergency. Sacred Heart Junior College reserves the right to determine what constitutes an "emergency."  
TRANSCRIPT REQUESTS VIA TELEPHONE **ARE NOT** ACCEPTED.