



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
PROGRAM YOU WERE OR ARE ENROLLED IN:			EMAIL:
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
- Primary Ed. Internship Confirmation Letter (For TSC purpose) \$5.00
- Embassy Letter (student status- course completed and courses remaining) \$10.00
- Immigration Letter (status of student) \$10.00
- Estimate Letter (cost per semester or for program) \$10.00
- Completion Letter (to replace diploma) \$10.00
- Program Review (courses that are remaining to complete program- 2 weeks) \$10

Additional Details:	
DATE RECEIVED:	BY:

C. I UNDERSTAND THAT THE LETTER REQUEST TAKES 5 to 14 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