



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>

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/YRR)	
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>Please check the boxes which apply to you:</p> <ul style="list-style-type: none"> <input type="checkbox"/> I have completed Community Service? <input type="checkbox"/> I will participate in the graduation ceremonies <input type="checkbox"/> I will NOT participate in the graduation ceremonies <p>I am applying for:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Graduation in May/June (Year: _____) <input type="checkbox"/> Graduation in July/August (Year: _____) <input type="checkbox"/> Graduation in December (Year: _____) 	<p>For Official Use ONLY:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Preliminary Review: <input type="checkbox"/> Completed Community Service <p>Comments: _____</p> <p>Date Reviewed: _____</p> <p>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"> • Birth Certificate • Passport • Social Security Card • Marriage Certificate <p>Student's Signature: _____</p>	<p>For Official Use ONLY:</p> <p>Final Review:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed Community Service <input type="checkbox"/> All Courses Completed <p><input type="checkbox"/> File Reviewed by: _____</p> <p>Comments: _____</p> <p>Date: _____</p> <p>Signature: _____</p>