



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. *NB if the following fields are not filled your application will be delayed.

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) \$10.00
- Internship Confirmation Letter (Education program - pending internship only) \$10.00
- Embassy Letter(student status, credits completed , in process and pending) \$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 completed, in process and pending for completion) \$10.00

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. NB: INCOMPLETE FORMS WILL DELAY PROCESS.

SIGNATURE OF STUDENT

DATE