



ONLINE APPLICATION FOR TRANSCRIPT (**HIGH SCHOOL**)

1. Requests cannot be processed if there is a financial/library/bookstore hold due to an outstanding balance/book on your account. Please contact the finance office/library/bookstore before submitting the request to resolve any outstanding balances.
2. Payment must be made at the finance office, SJC account at Belize Bank Ltd number 680135907010120001 or SJC Atlantic Bank number 210873161 and the form submitted to registrar@sjc.edu.bz by the applicant before transcript is processed. Please forward proof of payment to accountant@sjc.edu.bz and registrar@sjc.edu.bz.
3. All transcripts are official and are issued in a sealed, stamped envelope.

(\$10.00) Available next business day

Mailed: **\$20.00** (International Registered Mail. Takes 3 weeks to arrive at destination)

EMS: **\$10.00** plus EMS fee \$55.00 (tracking number will be emailed to you)

FEDEX: **\$10.00** plus FEDEX fee \$130.00 (tracking number will be emailed to you)

DHL: **\$10.00** plus DHL fee \$85.00 (tracking number will be emailed to you)

1. Name:

(LAST)

(FIRST)

(MIDDLE)

2. Date of Birth:

(month/day/year)

3. (a) Dates of Attendance: from

to

(month/year)

(month/year)

3. Did the applicant receive a DIPLOMA? NO YES

Please provide mailing information for all institutions that transcripts should be mailed to. When you are finished and have verified that all the information is correct, please click on the SUBMIT FORM button and follow the instructions to complete the request.