



ST. JOHN'S COLLEGE TRANSCRIPT APPLICATION FORM

Name: _____

Date of Birth: _____

Date of Attendance at SJC: From _____ To _____

Transcript being requested:

High School Junior College Extension University

Was degree completed and diploma received?

Yes No

How many transcripts are being requested:

All transcripts are official and are issued in a sealed, stamped envelope. Please select method of delivery being requested:

Local pick-up \$30 BZD

Email delivered (PDF format) - \$30 BZD (per email address)

Email recipient: _____

International Registered Mail (IRM)- \$30 BZD - Mailed by SJC to designated recipient (allow 3 weeks to arrive destination)

Express Mail Service (EMS) - \$30 transcript fee plus additional EMS fee. \$90 USA and \$95 Caribbean and Canada. Tracking number is emailed to applicant.

FedEx - \$30 transcript fee plus \$150 FedEx fee. Tracking number is emailed to the applicant.

Secure web/email delivery through Parchment.com - \$60

Mailing Address (IRM,EMS & FedEx) Name: _____

Address: _____

Important

¹ Request 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, Belize Bank or Atlantic Bank

Atlantic Bank

Account Name: St. John's College Fees

Account No: 210873161

Belize Bank

Account Name: St. John's College Fees

Account No: 135907010120001

Completed transcript form and proof of payment is to be emailed to registrar@sjc.edu.bz and accountsreceivablejc@sjc.edu.bz

I consent to the disclosure of the credentials and any provided attachments.

Signature

Date