



# 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 or at The Belize Bank number 135907010120001 (Account Name: St. John's College) or SJC Atlantic Bank number 210873161 (Account Name: St. John's College Fees) and the form submitted to registrar@sjc.edu.bz by the applicant before transcript is processed. Please forward proof of payment to registrar@sjc.edu.bz and [kortiz@sjc.edu.bz](mailto:kortiz@sjc.edu.bz)
- 3 All transcripts are official and are issued in a sealed, stamped envelope.

1 Business day and/or email (\$10)

International Registered Mail: \$20 (Takes 3 weeks to arrive at destination)

EMS: \$10.00 plus EMS fee \$90.00 to the U.S. and \$95.00 to the Caribbean & Canada (tracking number will be emailed to you)

FEDEX: \$10.00 plus FEDEX fee \$150.00 (tracking number will be emailed to you)

Name:

Date of Birth

Dates of Attendance

From

Month/Year

to

Month/Year

Did the applicant receive a degree

YES

NO

Please provide mailing information for all institutions that transcripts should be mailed/emailed to:

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DATE