HKUGA College Application for Official Documents			Lot. No. :	
(in	Chinese) :			
Current / Last (Class Attended (Please tick (✓) the appropriate box)		
Current studen	nt Class :	Class No. :		
Past student /	Graduate Class :	-		
Contact Details		(mm/yyyy):		
Telephone Numbe	r:	Email Address :		
Details of Reque	est (Please tick (\checkmark) the appropri	ate box)		
Туре	Remark	No. of copies	Fee ²	
Transcript	A student's full academi school. Results of subjec listed on the transcript.		\$	
Testimonial	in this school with a brid his/her non-academic ad	A letter to certify a student who has studied in this school with a brief statement of his/her non-academic achievements, personal qualities, awards, service and activities.		
Certifying Let	ter A letter to certify a stude attendance and learning student's status, service attended). Please state y details in "Other Reman	g language (e.g. or activities your request with		
HKDSE Predicted Grav	Please submit document des from overseas schools.	t or request letter		
Reference Let	ter Please submit document from overseas schools/ o state your request with o Remark".	organizations, and		
Application For to other schools		Please submit application form toMs. Dorothy Shum in Room 101.		
Reprint of Report Card / Award Certific Graduation Certifi		ating the reason for		

Total Amount \$_____

Method of Dispatch

Collect in person

Sent by local mail (For past student / graduates only. Please provide a stamped envelope with contact person and mailing address)

* *Remark* : *The first copy of the Transcript is free of charge while each extra copy is HK\$25. Other documents are available free of charge upon request.*

Notes :

- 1. For current students, application forms can be submitted to the Office. Supporting documents (e.g. request letter from overseas schools) are required to submit at the same time.
- 2. For past students / graduates, application forms can be submitted to the School Career Office at info@hkugac.edu.hk.
- 3. At least 5 working days are needed to process the application, except for Testimonial and Reference Letter, which would require 10 working days.
- 4. You will receive an email for the exact date of collection.

Other Remark:

(For the request of Certifying Letter or Reference Letter, please state your request with details below.)

Student's signature :	Date :
Parent's signature : (for current student)	Parent's name : (Mother / Father / Guardian) (delete as appropriate)