

Received Date	
Teacher(s) Involved	
Deadline	
Official Deadline	

Request Form For Official Documents

Full Name as in HKID: (in English): _____ (in Chinese): _____

English Name: _____ Student ID: _____

Current / Last Class Attended (Please "✓" the appropriate box)

- Current Student** Class: _____ Class No.: _____ Withdrawal Date (If applicable): _____
Last Year Class: _____ Last Year Class No.: _____
- Past Student/
Graduate** Class: _____ Class No.: _____ Last School Day: _____
(dd/mm/yyyy)

Contact Details

Telephone No.: _____ Email Address: _____

Details of Request (Please "✓" the appropriate box)

Type (Please "✓" the appropriate box)	Remarks	No. of Copies	Fee*
<input type="checkbox"/> Transcript <i>A student's full academic record in this school. Results of subjects studied will be listed on the transcript.</i> <i>*The first copy of the Transcript is free of charge while each extra copy is HKD 25.</i>			HKD _____
<input type="checkbox"/> Testimonial <i>A formal statement with brief teacher's comment and list of a student's non-academic achievements, personal qualities, awards, service and activities.</i>			N/A
<input type="checkbox"/> Certifying Letter <i>A letter to certify a student with a proof of attendance and learning language (e.g. student's status, service or activities attended). Please state other special request with details in "Remark"</i>			N/A
<input type="checkbox"/> HKDSE Predicted Grades <i>Please submit document(s) or request letter(s) from local or overseas schools.</i>	School/University/Scholarship Applying: _____ Programme/Major: _____ Country: _____ Official Deadline: _____		N/A

<input type="checkbox"/> Reference Letter <i>Before submitting this form, please:</i> 1. Invite a teacher/the Principal as your referee and get his/her consent. 2. Share your personal portfolio to him/her.	Referee's Name: _____ <input type="checkbox"/> Consent of Referee <input type="checkbox"/> Personal Portfolio Shared to Referee School/University/Scholarship Applying: _____ Programme/Major: _____ Country: _____ Official Deadline: _____		N/A
<input type="checkbox"/> Application Form/ Reference Request Form to other schools/ organisations <i>Please submit application form to Ms. Dorothy Shum in Room 101.</i>	School(s) Name: _____ _____ <input type="checkbox"/> Applicable to all the other schools		N/A
Reprint of <input type="checkbox"/> Report Card <input type="checkbox"/> Award of Certificate <i>(Please specify: _____)</i> <input type="checkbox"/> Graduation Certificate <i>Please state the reason for reprinting.</i>	Year(s): From _____ to _____ Reason(s): _____ _____ _____		N/A
Total Amount			HKD _____

Other Remarks (Please state any other special request with details below)

Method of Dispatch

- Soft copy sent by email
- Hard copy* collected by the student
- Hard copy* collected by an authorized person with an authorization letter (For past students/ graduates who left Hong Kong only. Please note that no international mailing service will be provided.)

* Please note that the original copy of the document(s) should be collected within one month from the date of collection notice, otherwise they will be disposed of without further notice

Notes

1. For current students, application forms can be submitted to Room 101. Supporting documents (e.g. request letter(s) 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 HKDSE Predicted Grades and Reference Letter, which would require 10 working days.
4. You will receive an email once the requested document(s) is/are ready for collection.

Student's Signature: _____ **Date:** _____

Parent's Signature: _____ **Parent's Name:** _____
(For Current Student) (Mother/Father/Guardian)
Delete as appropriate