| | | | | For Official U | se Only | |
|--|---|--|----------------------|--|----------|------------|
| | 👉 装大同 | 學會書院 | | Received Date | ,e o my | |
| | | 學會書院 COLLEGE | | Teacher(s) Involved | | |
| | mood | COLLEGE | | Deadline | | |
| R | equest Form | For Official Document | 8 | Official Deadline | | |
| Ful | l Name as in HKID: | (in English): | (in | Chinese): | | |
| Eng | glish Name: | | Stude | nt ID: | | |
| Cu | rrent / Last Class | Attended (Please "🗸 " the appropri | ate box) | | | |
| | Current Student | Class: C | lass No.: Withd | rawal Date (If applicable |): | |
| | | Last Year Class: L | ast Year Class No.:_ | | | |
| | Past Student/ Graduate | Class: C | Class No.: La | st School Day:(d | d/mm/yyy | <i>vy)</i> |
| Co | ontact Details | | | | | |
| Tele | ephone No.: | Email | Address: | | | |
| D | etails of Request () | Please "✔" the appropriate box) | | | | |
| | · · | ocument Type | | | No. of | |
| | | that required to get the document) | R | emarks | Copies | Fee |
| Transcript (<u>5 working days</u>) A student's full academic record in this school. Year Grades of subjects studied will be listed on the transcript. (The first copy of the Transcript is free of charge while each extra copy is <u>HKD 25</u>.) | | | | | HKD | |
| Testimonial (<u>5 working days</u>) A formal statement with brief teacher's comment and list of a student's non-academic achievements, personal qualities, awards, service and activities. | | | | | | N/A |
| | learning language. P | (<u>5 working days</u>) tudent with a proof of attendance and Please state other special request with lumn "Remarks" if needed. | | | | N/A |
| | | | School/University/S | Scholarship Applying: | | |
| | (<u>14 working days</u>) Please submit document(s) or request letter(s) from local or overseas schools. | | Programme/Major: | | N/A | |
| | | | Country: | | | |
| | | | Official Deadline: | | | |
| | Before submitting thi <u>General Reference I</u> 1. Invite a teacher consent. | | | eree lio Shared to Referee Scholarship Applying: | | N/A |

| | Country: Official Deadline: | | | | | | | |
|---|---|-----|--|--|--|--|--|--|
| Application Form/ Reference Request Form to other schools/ organisations (at least 14 working days) Before submitting this form, please: Inform your class teachers about your request and invite them to complete the form. Inform between the teachers. | Referee's Name: | N/A | | | | | | |
| | (If you have applied more than one school) Total Amount | HKD | | | | | | |
| Other Remarks (Please state any other special request with details below) | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Method of Dispatch

☐ 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.)

Soft copy (For past students/ graduates who left Hong Kong only.)

* 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. Please submit this form with any required document(s) to Career & Life Planning (CLP) Office (Room 101), or email to <u>info@hkugac.edu.hk</u>. You will receive an acknowledgement email once the request form reached the CLP team.
- 2. You will receive another email once the requested document(s) is/are ready for collection.

| Student's Signature: | Date: | | |
|-----------------------|--------------------------|--|--|
| | Parent's Name: | | |
| Parent's Signature: | (Mother/Father/Guardian) | | |
| (For Current Student) | Delete as appropriate | | |