

Request Form For Official Documents

For Official Use Only	
Received Date	
Teacher(s) Involved	
Deadline	
Official Deadline	

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)

Document Type (no. of working day that required to get the document)	Remarks	No. of Copies	Fee
<input type="checkbox"/> 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 _____
<input type="checkbox"/> 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
<input type="checkbox"/> Certifying Letter (<u>5 working days</u>) A letter to certify a student with a proof of attendance and learning language. Please state other special request with details in the next column "Remarks" if needed.			N/A
<input type="checkbox"/> HKDSE Predicted Grades (<u>14 working days</u>) Please submit document(s) or request letter(s) from local or overseas schools.	School/University/Scholarship Applying: _____ Programme/Major: _____ Country: _____ Official Deadline: _____		N/A
<input type="checkbox"/> Reference Letter (<u>at least 14 working days</u>) Before submitting this form, please: <u>General Reference Letter</u> 1. Invite a teacher as your referee and get his/her consent. 2. Share your personal portofolio to your referee.	Referee's Name: _____ <input type="checkbox"/> Consent of Referee <input type="checkbox"/> Personal Portfolio Shared to Referee School/University/Scholarship Applying: _____ Programme/Major: _____		N/A

