	* * * 6	恩桑奎陀		For Official U	se Only		
	やへつ	學會書院 COLLEGE		Received Date			
	HKUGA	COLLEGE		Teacher(s) Involved Deadline			
R	equest Form	For Official Document	ts	Official Deadline			
	-						
Ful	l Name as in HKID:	(in English):	(in	Chinese):			
Eng	glish Name:		Stude	nt ID:			
Cu	arrent / Last Class A	Attended (Please " <b>v</b> " the appropr	riate box)				
	Current Student	Class:0	Class No.: Withd	Irawal Date (If applicable	):		
		Last Year Class: I	Last Year Class No.:_				
	Past Student/ Graduate	Class:	Class No.: La	ast School Day:(d	d/mm/yyy	y)	
Co	ontact Details						
Tele	ephone No.:	Email	Address:				
n	atails of Paguast (1	Please "✔" the appropriate box)					
	<b>•</b> `				No. of		
		<b>Document Type</b> <i>that required to get the document)</i>	R	lemarks	Copies	Fee	
	of subjects studied with	emic record in this school. Year Grade. ill be listed on the transcript. Transcript is free of charge while each				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	
Certifying Letter ( <u>5 working days</u> ) A letter to certify a student with a proof of attendance and learning language. Please <u>state the purpose</u> of getting a Certifying Letter in the next column of "Remarks" if needed.						N/A	
	<ul> <li>HKDSE Predicted Grades</li> <li>iAL Predicted Grades         <ul> <li>(<u>14 working days</u>)</li> <li>Please submit document(s) or request letter(s) from local or overseas schools.</li> </ul> </li> </ul>		School/University/	Scholarship Applying:			
			Programme/Major:		N/A		
			r Country:				
			Official Deadline:				
<ul> <li>Reference Letter (at least 14 working days)</li> <li>Before submitting this form, please: <u>General Reference Letter</u></li> <li>Invite a teacher as your referee and get his/her consent.</li> <li>Share your personal portofolio to your referee.</li> </ul>		School/University/	lio Shared to Referee Scholarship Applying:		N/A		
		Programme/Major:					

<ul> <li>Principal's Reference Letter (For scholarship application or nomination scheme only)</li> <li>1. Invite a teacher to be the referee and draft the letter on behalf of the Principal.</li> <li>2. submit this form with an invitation letter to the Principal.</li> <li>3. Share your personal portofolio to the teacher.</li> </ul>	Country: Official Deadline:				
<ul> <li>Application Form/ Reference Request Form to other schools/ organisations         <ul> <li>(at least 14 working days)</li> </ul> </li> <li>Before submitting this form, please:         <ul> <li>Inform your class teachers about your request and invite them to complete the form.</li> <li>If the form is with you, please submit the electronic version of the application /reference form with this</li> </ul> </li> </ul>	Referee's Name:		N/A		
request form.					

## **Method of Dispatch**

- $\Box$  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		