



# HKUGA College

## Application for Official Documents

Lot. No. : \_\_\_\_\_

**Full Name** (in English) : \_\_\_\_\_

(in Chinese) : \_\_\_\_\_

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

Current student      Class : \_\_\_\_\_      Class No. : \_\_\_\_\_

Past student / Graduate      Class : \_\_\_\_\_      Date of Departure \_\_\_\_\_  
(mm/yyyy) :

### Contact Details

Telephone Number : \_\_\_\_\_      Email Address : \_\_\_\_\_

**Details of Request** (Please tick (✓) the appropriate box)

Type	Remark	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>	_____	\$ _____
<input type="checkbox"/> Testimonial	<i>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.</i>	_____	
<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 your request with details in "Other Remark".</i>	_____	
<input type="checkbox"/> HKDSE Predicted Grades	<i>Please submit document or request letter from overseas schools.</i>	_____	
<input type="checkbox"/> Reference Letter	<i>Please submit document or request letter from overseas schools/ organizations, and state your request with details in "Other Remark".</i>	_____	
<input type="checkbox"/> Application Form to other schools	<i>Please submit application form to Ms. Dorothy Shum in Room 101.</i>	_____	
<input type="checkbox"/> Reprint of Report Card / Award Certificate / Graduation Certificate	<i>Please submit a letter stating the reason for reprinting.</i>	_____	

**Total Amount**      \$ \_\_\_\_\_

