

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 "Other 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

<u>Principal's Reference Letter</u> 1. Invite a teacher to be the referee and draft the letter on behalf of the Principal. 2. submit this form with an invitation letter to the Principal. 3. Share your personal portfolio to the teacher.	Country: _____ Official Deadline: _____		
<input type="checkbox"/> Application Form/ Reference Request Form to other schools/ organisations <i>(at least 14 working days)</i> Before submitting this form, please: 1. Inform your class teachers about your request and invite them to complete the form. 2. If the form is with you, please submit the electronic version of the application /reference form with this request form.	Referee's Name: _____ <input type="checkbox"/> Consent of Referee School/University/Scholarship Applying: _____ Programme/Major: _____ Country: _____ Official Deadline: _____ <input type="checkbox"/> Applicable to all the other schools <i>(If you have applied more than one school)</i>		N/A
Reprint of <input type="checkbox"/> Report Card <input type="checkbox"/> Award of Certificate <i>(Please specify: _____)</i> <input type="checkbox"/> Graduation Certificate Please state the reason for reprinting.	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

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

Student's Signature: _____

Date: _____

Parent's Signature:
(For Current Student) _____

Parent's Name:
(Mother/Father/Guardian)
Delete as appropriate _____