

Request Form For Official Documents

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

Ful	l Name as in HKID: (in English):	(in Chinese):		
Eng	glish Name:	Student ID:		
Cu	urrent / Last Class Attended (Please " " the appropri	ate box)		
	Current Student Class: C	lass No.: Withdrawal Date (If applicable)	:	
	Last Year Class: L	ast Year Class No.:		
	Past Student/ Graduate Class: C	lass No.: Last School Day:(da	l/mm/yyy	y)
Co	ontact Details			
Tele	ephone No.: Email	Address:		
D	etails of Request (Please "✓" the appropriate box)			
	Document Type (no. of working day that required to get the document)	Remarks	No. of Copies	Fee
	Transcript (5 working days) 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 35</u> .)			HKD
	Testimonial (5 working days) 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 (5 working days) 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
	HKDSE Predicted Grades (14 working days) Please submit document(s) or request letter(s) from local or overseas schools.	School/University/Scholarship Applying: Programme/Major: Country: Official Deadline:		N/A
	Reference Letter (at least 14 working days) Before submitting this form, please: General Reference Letter 1. Invite a teacher as your referee and get his/her consent. 2. Share your personal portofolio to your referee.	Referee's Name: Consent of Referee Personal Portfolio Shared to Referee School/University/Scholarship Applying: Programme/Major:		N/A

<u>Principal's Reference Letter</u> (For scholarship application or nomination scheme only)	Country: Official Deadline:	
1. Invite a teacher to be the referee and draft the letter on	Official Deadfille	
behalf of the Principal. 2. submit this form with an invitation letter to the		
Principal.		
3. Share your personal portofolio to the teacher.		
	Referee's Name:	
Application Form/ Reference Request Form to other schools/ organisations	Consent of Referee	
(at least 14 working days)	School/University/Scholarship Applying:	
Before submitting this form, please: 1. Inform your class teachers about your request and	Programme/Major:	N/A
 invite them to complete the form. If the form is with you, please submit the electronic version of the application /reference form with this 	Country:	
	Official Deadline:	
request form.	☐ Applicable to all the other schools	
	(If you have applied more than one school)	
	Total Amou	ınt HKD
Other Remarks (Please state any other special request wit		
Method of Dispatch		
 ☐ Hard copy* collected by the student ☐ Hard copy* collected by an authorized person with Hong Kong only. Please note that no international ☐ Soft copy (For past students/ graduates who left H 	- · · · · · · · · · · · · · · · · · · ·	es who left
* Please note that the original copy of the document(s) should b otherwise, they will be disposed of without further notice.	e collected <u>within one month from the date of collection</u>	<u>notic</u> e,
Notes		
 Please submit this form with any required document(email to info@hkugac.edu.hk. You will receive an ac CLP team. You will receive another email once the requested do 	cknowledgement email once the request form reach	
Student's Signature:	Date:	
	Parent's Name:	
Parent's Signature:	Parent's Name: (Mother/Father/Guardian) Delete as appropriate	