



For
Alumni

APPLICATION FORM FOR CAREERS RELATED DOCUMENTS

Personal Information (for verifying the applicant's identity)

Name of Applicant : (English) _____ (Chinese) _____

Years of study : from _____ to _____ Birth : _____ / _____ (mm/yyyy)

Contact No. :

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Details of Request : (Please tick the appropriate box)

A. Academic Transcript*

A student's full academic record in this school. Results of subjects studied will be converted into grades and listed on the transcript.

No. of copy(ies) required : Official request document attached ? Yes

B. Testimonial

A letter to certify a student who is currently studying/has studied in this school.

No. of copy(ies) required :

Purpose of the application : _____

C. Certification of True Copy

A certification indicating that copies of your academic document(s) are true copies.

Document(s) to certify	No. of copy(ies) required

Purpose of the application : _____

D. Reprinting of Report Cards

	1	2	3	4	5	6
Please tick the form(s) you want to reprint						

Reason for reprinting : _____

Notes for Applicants :

- (1) All application forms should be submitted to the school office and then passed to careers teacher.
- (2) The normal processing time is 10 working days (excluding Saturday, Sunday and public holidays) upon receipt of the application form and required documents.
- (3) The accuracy of the information provided may affect the process of your application. Insufficient information may delay processing.
- (4) If the prepared document (s) is/are not collected within three months from the date of receipt of the application form, the document(s) will be destroyed by the school office for security reason.
- (6) The personal data provided on the application form will be used by the school for the purpose of processing this application only. All information provided, when no longer required, will be destroyed.
- * (7) For the application of **transcript** or **HKDSE predicted grades** :
 - documents will NOT be issued without an **official request** from a particular institution/agency.
 - documents will be sealed with a school envelope and NOT be directly presented to the applicant.

Method of Dispatch : (Please tick the appropriate box)

Collect in person

Sent via online (Careers teacher will contact you for further information)

Email address : _____

Declaration :

I/We hereby confirm that all information given is true and correct and that the document(s) submitted along with this application form are genuine. I have read through and accept the notes indicated above.

Applicant's Signature : _____

Date : _____

For Official Use Only :

Date of receipt of the application form : _____

Prepared and checked by : _____

Date of completion : _____