

Guidelines for Applying for Transcripts / Testimonials / Reference Letters / Certifying Letters / Letter of Predicted Grades (For S.6 students only)

General Guidelines for students:

1. Students who will leave our school (e.g. for further education in other education institutions) can request for a Certifying Letter, a Transcript and / or a Testimonial.
2. Any request for a Certifying Letter / Testimonial / Transcript **MUST BE** accompanied by official documents from the education institution soliciting such a document from the school. The completed document will be sent to the institution directly. **Stamps must be provided by students for the postage.**
3. **Application procedures:**
 - a) Obtain an application form from **and** read the guidelines provided by the General Office and return the completed form to the Office.
 - b) Students should **allow at least 10 school days** for processing the documents. **(School holidays and weekends are not counted as school days.)**

A. Certificates of Graduation / Certifying Letters

A Certificate of Graduation is issued to all S.6 graduates. A Certifying Letter is issued to students at other levels on request.

B. Transcripts

A transcript is the summary of the student's academic results in grades during his/her period of study.

C. Testimonials / Reference Letters

A testimonial / reference letter is an official letter of recommendation drafted by the (Class) teacher and signed by the Principal / (Class) teacher him/herself. It generally includes the aspects that cannot be observed from the report card, like services to the school and/or to the community, talents or personal qualities.

D. Letter of Predicted Grades

A Letter of Predicted Grades is an official document stating the predicted grades of S.6 students by teachers teaching them based on their performance in the academic year.

E. Certified True / Original Sighted copies of official documents

Students may request the school to make Certified True / Original Sighted copies of official documents. For this purpose, originals AND photocopies of the documents must be provided by the students themselves.

The Chinese Foundation Secondary School
Requisition form for Official School Documents

Office use only:

Certifying Letters / Transcripts / Testimonials / Certified True Copies / Letter of Predicted Grades

Please read the Guidelines for Application for Certifying Letters / Letter of Predicted Grades/ Transcripts / Testimonials / Reference Letters before you fill in this form.

Name on HKID card	
HKID no.	
Years studied & Last class attended	20 - 20 Secondary _____ Class _____
Full name(s) of last class teacher(s) <i>[Please circle as appropriate.]</i>	Mr. / Miss / Ms. / Mrs.
Purpose for application	
Document (s) you are applying for <i>*[You MUST provide <u>official documents</u> from the education institution(s) soliciting such a document from our school; if not, your application will not be further processed.]</i>	[Please tick the box(es).] <input type="checkbox"/> *Certifying Letter: _____ copy / copies <input type="checkbox"/> *Transcript: _____ copy / copies <input type="checkbox"/> *Testimonial: _____ copy / copies <input type="checkbox"/> *Form filling: _____ form / forms <input type="checkbox"/> *Letter of Predicted Grades of HKDSE (<u>For S.6 students only</u>) <i>Institution(s) to be sent to: (You MUST fill in this part if you apply for letter(s) of predicted grades)</i> 1. _____ 2. _____ 3. _____ <input type="checkbox"/> Certified True Copy / Copies Please circle (<input type="radio"/>): Report Card(s): S. __ to S. __ / (Original sighted copies of official documents)
Recipient(s) of documents and address(es) <i>[If there are more than two recipients, please fill in Page 2.]</i>	[Please tick the box(es).] <input type="checkbox"/> Collect in person <input type="checkbox"/> Send to recipient(s) of documents via email. Email address (1): _____ Email address (2): _____

Please turn over

Contact number of student		
Name and contact number of parent	Name:	Contact number
Application date	D / M / Y <i>[After you have submitted this form with all needed information and documents, you should allow at least 10 school days for processing the documents (excluding school holidays and weekends). This period may be extended due to increased number of applications.]</i>	