



ST. JOAN OF ARC SECONDARY SCHOOL

聖貞德中學

**Application for School Attendance Certificate / Overall Transcript /
Testimonial**

Personal particulars

Name: _____ Identity card number: _____

Date of birth: _____ Telephone number: _____

Details at school:

Date of entrance: _____ Class: _____

Date of leaving: _____ Class: _____

Type(s) of application (please tick "✓" the appropriate box(es)):

School Attendance Certificate Overall Transcript Testimonial

Application purpose(s) (please tick "✓" the appropriate box(es))

Further studies Job application others: (please specify) _____

Please be noted:

1. It takes 5 working days, counting from receiving appropriate application, for the school to process the School Attendance Certificate and the Overall Transcript. It takes 7 working days for the testimonial.
2. Please provide the Authorization Letter and attach with a photocopy of your HKID card for identification purpose if you wish to authorize a person to collect your certificate on your behalf. Authorized person should also show his/her HKID card when collecting the document(s).

Signature of applicant: _____ Date: _____

(For School Only)

Signature of the Principal: _____ Date: _____

Date of finishing: _____

Name of receiver: _____ Signature of receiver: _____

Date of receiving: _____