

ST/ JOAN OF ARC SECONDARY SCHOOL
APPLICATION FOR TRANSCRIPT / CERTIFYING LETTER

INSTRUCTIONS TO APPLICANTS

1. Types of official documents

- a. Two types of official documents: **Transcript** and **Certifying Letter** are available for application.
- b. A transcript is an official proof of a student/graduate's academic achievements. It is a formal document listing the full academic record including the subjects of study and the examination results of a student/graduate during his/her period of study at the school.
- c. A certifying letter is a letter to certify a student's status in the school with details of date of admission, date of leave, study levels, expected date of graduation, etc. The date of conferment is stated, if necessary.
- d. The graduation certificate is a unique document; duplicates or copies are **NOT** issued.

2. Submitting the application

Completed application form should be submitted:

- a. by mail or in person to the school, 55 Braemar Hill Road, North Point, Hong Kong; or
- b. by email. Please send the completed application form in **PDF** format by email to [info@sj.a.edu.hk]. Please indicate your name and type of application in the email subject (e.g. CHAN Tai Man_Transcript).

3. Processing time

- a. Your application will be processed upon receipt of the completed application form. It normally takes 5 working days to process the application.

4. Application fees and payment methods

- a. HK\$20 per copy. All fees paid are **NOT** refundable.
- b. Please pay the application fee by cash when collecting the document(s) at the school general office or send a cheque (made payable to "THE INCORPORATED MANAGEMENT COMMITTEE OF ST. JOAN OF ARC SECONDARY SCHOOL") to the school general office if you choose to collect the document(s) by email. "Application for transcript/certifying letter" should be written on the top of the envelope and the applicant's name should be written on the back of the cheque.

5. Collection methods

Collected in person

- a. Applicants may collect the document(s) at the school general office during its office hours.

- b. The applicant will be required to show his/her HKID card/Passport for verification when collecting the document(s).
- c. Uncollected document(s) will be destroyed six months from the date of application without further notice.

Collected by authorized person

- a. If another person is authorized to collect transcript/certifying letter on behalf of the applicant, the authorized person should bring along the authorization form stating the HKID card/Passport number of the authorized person. The photocopy of applicant's HKID card/Passport and the authorized person's HKID card/Passport will also be required for verification. The identification documents will be returned after inspection.
- b. Uncollected documents will be destroyed six months from the date of application without further notice.

Sent by Email

- a. Applicants may choose the document(s) to be sent by email. Please choose "By email" in the application form.
- b. Please enter the email address for receiving the document.
- c. If you have chosen to receive an electronic copy of the document, its hard copy will not be sent out.

6. Personal Information Collection Statement:

The personal data provided in the application form will be used by the general office for the purpose of processing the application only. All information provided, when no longer required, will be destroyed.

For enquiries, please contact the school general office at 25785984 during its office hour.