

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

(Please ✓ the appropriate.)

Application for Transcript / Certifying Letter

Application received on: _____

The application will be processed once this application form is received by the school general office.
 Please read the "Instructions to Applicants" before completing this form.

Current Student **Graduated/Discontinued/Withdrawn Student** (Blacken ● as appropriate.)

Section A Personal Particulars

Name in English (in BLOCK LETTERS, surname first)							
Name in Chinese (if any, as in HKID)							
HKID card/Passport number							
Date of birth (date/month/year)						E-mail address	
Contact number	Mobile:					Office/Home:	
Correspondence address							

Section B Details at School

		Class					
Date of entrance (dd/mm/yyyy)							
Date of leaving (dd/mm/yyyy)							

Section C Application Fees and Payment Method (see Notes on Application Fees and Payment Methods)

Collection Method:	No. of Copies	Fees
(a) In Person	x \$20 per copy	
(b) By Email	x \$20 per copy	
Total no. of copies:		Total Fees:

(Please ✓ one box only.)

- pay by cash when collecting the document(s)
- A Hong Kong dollar bank draft showing a total payable amount of HK\$ _____ which is made payable to "THE INCORPORATED MANAGEMENT COMMITTEE OF ST. JOAN OF ARC SECONDARY SCHOOL" is attached.

Section D Collection Methods (see Notes on Collection Methods)

(Please ✓ as appropriate)

<input type="checkbox"/> In Person	<input type="checkbox"/> By an Authorized Person Full Name: _____ HKID card/ Passport no. _____	<input type="checkbox"/> By email Email address: _____
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Signature of Applicant:

Date:

To be completed by the applicant / an authorized person upon collection of transcript(s)

Collected by: _____ (signature) Date: _____

Handled by: _____ (staff) Date: _____