

Application received on: \_\_\_\_\_

**Sha Tin Government Secondary School**  
**Application for Official Document(s)**

Name (in English): \_\_\_\_\_ Name (in Chinese): \_\_\_\_\_

Current Student (Class: \_\_\_\_\_ Class no. \_\_\_\_\_)

Graduate

Year of Graduation: \_\_\_\_\_ Class: \_\_\_\_\_ Level attained: \_\_\_\_\_

**Required Document(s) (Please tick the appropriate box)**

Certified true copy of Report Sheet for level: \_\_\_\_\_ (1st Term / 2nd Term)

Certified letter of leaving STGSS (for alumni) / Leaving Certificate (for current student)

Certified Letter of other information (Please specify: \_\_\_\_\_)

Certified true copy of other documents (Please specify: \_\_\_\_\_)

Transcript for further study / application of job (**Upon request of the organization only**)

Please attach a copy of the document from the organization with request of the Transcript:

Email address of the organization: \_\_\_\_\_  
(The transcript will be sent to the requested organization directly after 7 working days)

Others: \_\_\_\_\_

**Applicant's Contact Information**

Contact Tel No: \_\_\_\_\_ (Home) \_\_\_\_\_ (Mobile)

Email Address: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date of Application: \_\_\_\_\_

*Please assume at least 7 working days for process of document.*

*Applicant will be informed by phone while the document is ready for collection at School Office.*

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The above document(s) is / are ready for collection at the school office.

**Please sign below after collection.**

Signature of applicant / collector: \_\_\_\_\_ Date of collection: \_\_\_\_\_

Name of collector: \_\_\_\_\_

Relationship with the applicant (if the collector is not the applicant): \_\_\_\_\_