

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

For Internal Use Only
Application received on:
___ / ___ / ___ (DD/MM/YY)

A. Applicant's Personal Particulars (Please tick as appropriate)

Name	:	(English)	(Chinese)
Former name (if any)	:	(English)	(Chinese)
Telephone number	:	(Home)	(Mobile)
Email address	:		
<input type="checkbox"/> Current Student	:	Present Class	Class number
<input type="checkbox"/> Graduate / School leaver	:	Year of Graduation / Year of Withdrawal	Class when left

B. Required Document(s) (Please tick or circle as appropriate)

- ☐ Proof of study (*Chinese / English)
- ☐ Leaving Certificate
Please attach with parents' letter stating the intended last school day of attendance and the letter of acceptance of the new school.
- ☐ 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.
Mailing / email address of the organization: _____
- ☐ Recommendation letter
Please attach evidence to support the application e.g. letter applying for admission to an overseas university.
- ☐ Certified true copy of Graduation Certificate
- ☐ Certified true copy of Report Sheet
- | | | |
|---|---|---|
| <input type="checkbox"/> S.1 (*1 st Term / 2 nd Term) | <input type="checkbox"/> S.2 (*1 st Term / 2 nd Term) | <input type="checkbox"/> S.3 (*1 st Term / 2 nd Term) |
| <input type="checkbox"/> S.4 (*1 st Term / 2 nd Term) | <input type="checkbox"/> S.5 (*1 st Term / 2 nd Term) | <input type="checkbox"/> S.6 (*1 st Term / 2 nd Term) |
| <input type="checkbox"/> S.7 (1 st Term) | | |
- ☐ Certified true copy of Student Learning Profile (for 2011 – 2012 onwards)
- ☐ Other document(s) (Please specify: _____)

C. Collection of Document(s) (Please tick or circle as appropriate)

- ☐ Collect via Class Teacher (for current students only)
- ☐ Collect in person by me from the School Office
- ☐ Collect in person by my authorized representative from the School Office
I authorize my _____ (specify the relationship with me), *Mr. / Ms. _____, to collect on my behalf the above document(s). He / She will bring along a copy of my Hong Kong Identity Card for your verification.
- ☐ Deliver by school via email / mail (postage to be paid by the applicant)

Signature of applicant: _____

Date of application: ___ / ___ / ___ (DD/MM/YY)

Please assume at least 7 working days for process of document(s). The applicant will be informed by phone when the document is ready for collection at the School Office.

Please sign below after collection.

Name of collector: _____ Signature: _____ Date of collection: ___ / ___ / ___ (DD/MM/YY)

Upon completion, this form is to be submitted to Ms SO Ka-ying, who will retain it in the Student Record File.