

YING WA COLLEGE
Application for Transcript and Testimonial

For School Use Only
Application received on

Information on Application for Transcript and Testimonial

1. Transcripts and testimonials will be issued to students upon request. Proof of requirement may be required.
2. Transcripts and testimonials will be issued with the following charges:

1 original copy + 4 certified photocopies (minimum number):	\$35
Each extra certified photocopy:	\$10
3. Students must complete **all** the information in the form, and submit the **completed application form and application fee directly to the College Office**, otherwise the application will not be processed.
4. **At least 20 school days** are required to process the application. Make preparations well ahead of deadlines to avoid delay. Documents are only issued during normal school days.
5. Specify your last school day at Ying Wa College if you plan to leave for overseas studies in the middle of the school year.

I. Personal Particulars

Student's Full Name: _____ (English) _____ (Chinese)

Date of Birth (DDMMYY): _____ Class & No.: S. ____ () Year: 20____ - 20____

Student's Telephone No.: _____ Parent's Telephone No.: _____

Intended programme(s) and university/universities: _____

Last school day at Ying Wa College: _____

II. Types of documents (Please tick as appropriate)

1. Testimonial Total number applied: _____ Total fee: _____

2. Transcript Total number applied: _____ Total fee: _____

III. Are you taking Applied Learning?

Yes Name of Course: _____ Course Provider: _____ Year of Study: 20__ - 20__

No

IV. Remarks (For Official Use ONLY)

Signature of Student's Parent: _____

Date of Submission: _____