

ST STEPHEN'S COLLEGE
Application for Transcripts and School Documents

Please submit the application at least **SEVEN WORKING DAYS** before the date of collection.

Name: _____ (Eng) _____ (Chi) HKID no.: _____ ()

Date of Birth: _____ (dd) _____ (mm) _____ (yy) Contact no.: _____

For current students:

Class: _____ Student no.: _____

For applicants who has left the College:

Last Form Level Attended: _____ Leaving Year: _____ (mm) _____ (yy)

Documents required:

Transcript (certified copies of Report Card): Form _____ to Form _____ No. of copy(ies): _____

Reference Letter (only ONE master set will be issued) No. of copy(ies): _____

Certifying Letter (certifying applicant to be a student of the College) Chinese English No. of copy(ies): _____

Date required: _____ (dd) _____ (mm) _____ (yy)

Remarks:

Signature of applicant: _____ Date: _____

FOR OFFICE USE ONLY							
_____	x	\$2	x	_____	+ \$10	= \$	_____
no. of Page(s)		unit cost		no. of Set(s)	Administration fee		Total

version202201

Collection of Documents

I received from St Stephen's College of the following documents:

Transcript Reference letter Certifying letter

Others: _____

Signature: _____

Name: _____

Date: _____