

FSCGC	Tsung Tsin Christian Academy	FM-FSCGC-01
Validity Period: 1-9-2025 to 31-8-2026	Application for Certifying Letter / Reference Letter / Academic Report	Page 1 of 5

Application Guidelines

I. Obtaining an Application Form

The application form and application guidelines for applicants can be obtained from the School website (under 'Useful Information').

<https://www.ttca.edu.hk/useful-information>



II. Signing the Application Form

1. For **students, school leavers, or graduates under the age of 18**, the application form should be signed by a parent.
2. **School leavers or graduates aged 18 or above** may sign for themselves.

III. Submission of Application Form

Complete and submit the application form

1. to the General Office in person; or
2. by post to: Tsung Tsin Christian Academy
No.8 Lai Hong Street, Cheung Sha Wan, Kowloon

IV. Processing Time and Notification

The processing time required upon the receipt of the application form is **15 working days** (excluding Saturday, Sunday, and public holidays). The applicant will be notified of the collection of documents by phone.

V. Fees (if applicable)

1. Each copy of a certified true copy (including graduation certificates, academic reports, or other documents) is HK\$35.
2. Payment must be made in cash at the time of collection.

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VI. Types of Documents Available

1. **Letter of Certification:** To certify the academic qualifications the student has obtained at this school.
 - Certificate of Leave: to certify that the applicant has officially left the school
 - Certificate of Student Status: to certify that the applicant is currently a student of the school for the use of further studies; or to be submitted to the Hong Kong Immigration Department for the renewal of a student visa.
 - Graduation Certificate: applicants can only apply for a certified true copy and a photocopy of the certificate should be submitted for certification
2. **Reference Letter:** The letter provides information on the applicant's qualifications, skills, traits, and abilities for further studies, internships, or job applications.
 - Principal's Reference Letters
 - Specific Reference Forms provided by the organisations/institutions will be completed on request
3. **Academic Report:** The report provides an overview of the assessments of what the student has achieved in the school year.
 - Academic Report (apply for certified true copy only) is applicable to students of all forms, school leavers and graduates.
 - S6 Grade Prediction is applicable to S.6 students only

Remarks: Applicants should specify clearly the purpose of their application.

VII. Collection of Documents

1. Document(s) must be collected within one month from the date of notification.
2. Document(s) can be collected by the applicant in person or by an authorised person at Tsung Tsin Christian Academy. If an authorised person is to collect the document(s) on behalf of the applicant, the full name, HKID/passport number, and contact number of the authorised person must be clearly stated in the 'Authorization for Collection'. A photocopy of the applicant's HKID card/passport must also be enclosed with the application. The authorised person will be asked to present his/her HKID card/passport for verification when collecting the document(s).

VIII. Personal Information Collection Statement

1. The personal data provided in this form will be used for processing this application only. All information provided will be destroyed when no longer required.
2. For the correction of or access to the personal data after the submission of this form, please contact the General Office (Tel No.: 2728 8727).

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Please read the 'Application Guidelines' carefully before the submission of the application form.

Ref. No.: _____ (for internal use only)

PART ONE : Personal Particulars

Name : _____ (Chinese)	Name : _____ (English)	
Class (For current students only) :	Class No. (For current students only) :	
HKID No. :	Contact Phone No. :	Contact Person:
Year of Admission :	Withdrawal / Graduation Date : _____ (mm/yy)	
Level of Attendance : Form _____ to Form _____		

I am applying for : [Please ✓ the appropriate box(es)]

① Certifying Letter :	☐ Certificate of Leave ☐ Certificate of Student Status ☐ Graduation Certificate (apply for certified true copy only) (\$35 each)
② Reference Letter :	☐ Principal's Reference Letter ☐ Other Reference Form (Please specify the name of organisation and details of the form) Name of Organisation: _____ Details of the Form: _____
③ Academic Report :	☐ Academic Report (apply for certified true copy only) (\$35 each) (Please specify school year and class) (School Year: _____ School Term: _____ Class: _____) ☐ S6 Grade Prediction (Please specify school year and exam to be taken: HKDSE / IAL) (School Year: _____ Exam to be taken: _____)

For the following purpose(s) : [Please ✓ the appropriate box(es)]

☐ Local institution : [Please specify the intended choice of subject / faculty and name of institution (if any)]
☐ Overseas institution : [Please specify the intended choice of subject / faculty and name of institution (if any)]
☐ Scholarship application : [Please specify the name and nature of scholarship (if any)]
☐ Job application : [Please specify the name of company and position (if any)]
☐ Others (please specify) :

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PART TWO : Means of Collection [Please ✓ the appropriate box]

- ☐ To be collected in person.
- ☐ To be collected by an authorised person. The authorisation letter is enclosed herewith.
- (Please refer to the school website for a sample of the authorisation letter.)

PART THREE : Declaration and Signature

Are there any additional requests for the application (if necessary)? [Please ✓ the appropriate box]

- ☐ **No** ☐ **Yes** (Please specify : _____)

Is any additional document attached (if necessary)? [Please ✓ the appropriate box]

- ☐ **No** ☐ **Yes** (Total no. of page(s) : _____) (excluding the application form)

Applicant's Name* :	Applicant's Signature* :	Date of Submission :

** For students, school leavers, or graduates under the age of 18, the application form should be signed by a parent.*

-----	(For internal use only)
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Document(s) Collected [Please ✓ the appropriate box(es)]

- ☐ Certificate of Leave
- ☐ Certificate of Student Status
- ☐ Graduation Certificate
- ☐ Testimonial
- ☐ Principal's Reference Letter
- ☐ Academic Report
- ☐ S6 Grade Prediction
- ☐ Other Reference Form: _____

Applicant's Name :	Applicant's Signature :	Date of Collection :

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Authorisation for Collection

Date: _____

Tsung Tsin Christian Academy

Dear Sir/Madam,

I, _____ (HKID Card No.: _____), hereby
authorise Mr. / Mrs. / Miss / Ms.* _____ (HKID Card No.: _____)
(Contact No.: _____) to collect the Certificate Letter / Reference Letter /
Academic Report * on my behalf.

Yours faithfully,

Applicant's signature: _____

Applicant's name: _____

* Please delete where inappropriate.

授權書

敬啟者：

本人 _____ (香港身分證號碼： _____)，
現授權 _____ 先生 / 太太 / 小姐 / 女士* (香港身分證號
碼： _____) (電話號碼： _____) 代本人
領取學歷證明書 / 推薦書 / 學業成績表*。

此致

基督教崇真中學

申請者簽署： _____

申請者姓名： _____

日 期： _____

* 請將不適用者刪去。