

FSCGC	Tsung Tsin Christian Academy	FM-FSCGC-02
Validity Period: 1-9-2023 to 31-8-2024	Application for Certifying Letter / Reference Letter / Academic Report	Page 1 of 5

## **Application Guidelines**

### **1. Obtain an Application Form**

The application form and application guidelines for applicants can be obtained from:

- ① School website (under ‘Useful Information’)
- ② General Office

### **2. Signature of Application**

- 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.

### **3. Submission of Application**

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

### **4. 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.

### **5. Fees (if applicable)**

- ① Each copy of a certified true copy (including Graduation Certificate, Academic Report or other documents) is HK\$25.
- ② Payment must be made at the time of collection. Payment can be made by a crossed cheque payable to ‘TSUNG TSIN CHRISTIAN ACADEMY’ or in cash.

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## 6. Types of Documents for Available

- ① **Letter of Certification:** certifies the qualification(s) awarded to a graduate or the programme a student is studying. Concerning the application for Graduation Certificate, the applicant can only apply for a certified true copy only, a photocopy of the certificate should be submitted for verification. In addition, students/graduates may request certification for the following:
- the expected term of graduation
  - the extension of student visa for the HKSAR Immigration Department
  - the medium of instruction of the school
- ② **Reference Letter:** provides information on the applicant's qualifications, skills, traits, and abilities for further studies, internship or job application.
- Testimonial is applicable to S.6 graduates only.
  - Principal's Reference Letter is applicable to students of all forms, school leavers and graduates.
  - Specific Reference Forms provided by the organisations/institutions will be completed on request.
- ③ **Academic Report:** provides assessment on 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 application. The school can only certify personal and academic information shown on the student's record only.

## 7. 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).

## 8. 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 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. :	Date of Birth : _____ (dd/mm/yy)
Gender :	Contact Phone No. :
Year of Admission :	Withdrawal / Graduation Date : _____ (mm/yy)
Level of Attendance : Form _____ to Form _____	

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

<p>① Certifying Letter : <input type="checkbox"/> Certificate of Leave</p> <p><input type="checkbox"/> Certificate of Student Status</p> <p><input type="checkbox"/> Graduation Certificate (apply for certified true copy only) (\$25 each)</p>
<p>② Reference Letter : <input type="checkbox"/> Testimonial (For Form 6 Graduates only)</p> <p><input type="checkbox"/> Principal's Reference Letter (applicable to students of all forms, school leavers and graduates)</p> <p><input type="checkbox"/> Other Reference Form (Please specify the name of organisation and details of the form)</p> <p>Name of Organisation: _____</p> <p>Details of the Form: _____</p>
<p>③ Academic Report : <input type="checkbox"/> Academic Report (apply for certified true copy only) (\$25 each) (Please specify school year and class)</p> <p>(School Year: _____ School Term: _____ Class: _____)</p> <p><input type="checkbox"/> S6 Grade Prediction (Please specify school year and exam to be taken: HKDSE / IAL)</p> <p>(School Year: _____ Exam to be taken: _____)</p>

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

<p><input type="checkbox"/> Local institution :</p> <p>[ Please specify the intended choice of subject / faculty and name of institution (if any) ]</p> <p><input type="checkbox"/> Overseas institution :</p> <p>[ Please specify the intended choice of subject / faculty and name of institution (if any) ]</p> <p><input type="checkbox"/> Scholarship application :</p> <p>[ Please specify the name and nature of scholarship (if any) ]</p> <p><input type="checkbox"/> Job application :</p> <p>[ Please specify the name of company and position (if any) ]</p> <p><input type="checkbox"/> Others (please specify) :</p>
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**PART TWO : Means of Collection** [ Please put ✓ in 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)

<b>Applicant's Name :</b>	<b>Applicant's Signature* :</b>	<b>Date of Submission :</b>

*\* 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: \_\_\_\_\_

<b>Applicant's Name :</b>	<b>Applicant's Signature :</b>	<b>Date of Collection :</b>

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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.

I acknowledge that \*Mr. / Mrs. / Miss / Ms.\* \_\_\_\_\_ shall sign the required document(s) in my absence and he/she shall collect the above-mentioned document(s) from the office.

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\*。

本人對於 \_\_\_\_\_ 先生 / 太太 / 小姐 / 女士\* 代替本人在必要文件上簽署及領取相關文件，並無異議。

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。*