

FSCGC	Tsung Tsin Christian Academy	FM-FSCGC-02
Validity Period: 1-9-2022 to 31-8-2023	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.

FSCGC	Tsung Tsin Christian Academy	FM-FSCGC-02
Validity Period: 1-9-2022 to 31-8-2023	Application for Certifying Letter / Reference Letter / Academic Report	Page 2 of 5

6. Types of Documents for Application

- 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.
- 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. Means of Collection

- 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 authorized person at Tsung Tsin Christian Academy. If an authorized person is to collect the document(s) on behalf of the applicant, the full name, HKID/passport number and contact number of the authorized 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 authorized 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).

FSCGC	Tsung Tsin Christian Academy	FM-FSCGC-02
Validity Period: 1-9-2022 to 31-8-2023	Application for Certifying Letter / Reference Letter / Academic Report	Page 3 of 5

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)
Period of Attendance : Form _____ to Form _____	

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

① Certifying Letter :	<input type="checkbox"/> Certificate of Leave <input type="checkbox"/> Certificate of Student Status <input type="checkbox"/> Graduation Certificate (apply for certified true copy only) (\$25 each)
② Reference Letter :	<input type="checkbox"/> Testimonial (For Form 6 Graduates only) <input type="checkbox"/> Principal's Reference Letter (applicable to students of all forms, school leavers and graduates)
③ Academic Report :	<input type="checkbox"/> Academic Report (apply for certified true copy only) (\$25 each) (Please specify school year and class) (School Year: _____ School Term: _____ Class: _____) <input type="checkbox"/> 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)]

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

FSCGC	Tsung Tsin Christian Academy	FM-FSCGC-02
Validity Period: 1-9-2022 to 31-8-2023	Application for Certifying Letter / Reference Letter / Academic Report	Page 4 of 5

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)

Applicant's Name :

Applicant's Signature :

Date of Submission :

(For internal use only)

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

Applicant's Name :

Applicant's Signature :

Date of Collection :

FSCGC	Tsung Tsin Christian Academy	FM-FSCGC-02
Validity Period: 1-9-2022 to 31-8-2023	Application for Certifying Letter / Reference Letter / Academic Report	Page 5 of 5

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。