

FSCGC	Tsung Tsin Christian Academy	FM-FSCGC-02
Validity Period: 1-9-2021 to 31-8-2022	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 the General Office
- ② the school website ('Useful Information')

2. Signature of Application

If the student, school leaver or graduate is under the age of 18, the application form should be signed by a parent. 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 Shan Wan, Kowloon

4. Processing Time and Notification

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

5. Fee (if applicable)

- ① Each copy of Graduation Certificate / Academic Report (certified true copy) is HK\$25.
- ② Payment must be made at the time of application.
 - Applying by mail: Payment must be made by a crossed cheque payable to 'TSUNG TSIN CHRISTIAN ACADEMY'.
 - Applying in person: Payment can be made by a crossed cheque payable to 'TSUNG TSIN CHRISTIAN ACADEMY' or in cash.

6. Types of Documents for Application

- ① **Certifying Letter:** certifies the qualification(s) awarded to a graduate or the programme a student is studying. In addition to the above information, students/graduates may request certification for the following*:
 - For certifying the expected graduation term
 - To HKSAR Immigration Department for extension of student visa
 - For certifying the medium of instruction of the school

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- 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 Form Six students and graduates only.
 - Principal's Reference Letter is applicable to students of all forms, school leavers or graduates.
- ③ **Academic Report:** provides assessment of what the student has achieved in the school year.
- Academic Report is applicable to students of all forms, school leavers or graduates.
 - S6 Grade Prediction is applicable to Form Six students only
- * Remarks: Applicants should state clearly their specific purpose in the application. The school can certify personal and academic information shown on the student records 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 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 and HKID/passport number of the authorised person must be clearly stated in the 'Authorisation 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).
- ③ Document(s) can be sent by post to the address indicated by the applicant's self-addressed envelope. The school is not responsible for any loss or damage of the document(s) during the delivery. To avoid misdelivery, applicants must write clearly the complete address of the recipient on the self-addressed envelope that bears the sufficient postage.

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)
Period 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 * (\$25 each)
- ② Reference Letter : Testimonial (For Form 6 Graduates only)
 Principal's Reference Letter
- ③ Academic Report : Academic Report * (\$25 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: _____)

* Apply for certified true copy only

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) : _____

PART TWO : Means of Collection (Please put ✓ in the appropriate box)

- To be collected by 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 authorisation letter.)
- To be sent by post. (Please enclose a stamped, self-addressed envelope herewith.)

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 :

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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.: _____) 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： _____) 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。