

**SACRED HEART CANOSSIAN COLLEGE**

**Application for Transcript**

Student's name: \_\_\_\_\_

Current student

Class: \_\_\_\_\_ Homeroom teacher's name: \_\_\_\_\_

Alumnae          Graduation year : \_\_\_\_\_

Class: \_\_\_\_\_ Homeroom teacher's name: \_\_\_\_\_

Date of birth (DD/MM/YYYY): \_\_\_\_\_

Place of birth : \_\_\_\_\_

Contact no.: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Reason of application: \_\_\_\_\_

Supporting document / letter from institution request

Name of college / university / institution needing transcript

\_\_\_\_\_

Original transcript (HK\$10)

Certify copies \_\_\_\_\_ copies (@HK\$1) – maximum 6 copies

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**Note:**

- a) The applicant should fill in a form for the application of a transcript.
  - b) Attach a letter from the institution requesting the transcript.
  - c) Submit **ALL** the photocopies of the annual report cards (**pg.1 & pg.2**).
  - d) Prepare **TWO** photos of applicant.
  - e) The applicant should keep the original transcript. Please use the certify copies to send to the institution. If the applicant sent out the original transcript, we will NOT make another transcript for her.
- \* At least 10 working days are required for the processing of a transcript.