APPLICATION FOR TESTIMONIAL / TRANSCRIPT

Name of Student (English) _____________________________   (Chinese) ______________
Form ___________    Class No. _________

Telephone No.: (Home) _____________________     (Mobile) __________________

Application for Testimonial:  Yes / No        Number of copy(ies) required _________
Documents required for records Student wants to include in testimonial (please check and attach):

☐ Membership and/or posts of responsibility in WYK student units: printouts from admin.wyk.edu.hk of pages showing membership/post of responsibility (p.1 and page with your photo of each student unit each year), or from eClass record.
☐ Extra-curricular and service activities (notable ones only) and awards organised/issued by WYK: eClass record printout, certificate or statement signed by Teacher Adviser.
☐ Extra-curricular and service activities (notable ones only) and awards organised/issued by external body: certificate issued or statement signed by external body.

Application for Transcript:  Yes / No        Number of copy(ies) required _________
(Please enclose a self-addressed (typewritten) stamped envelope for each institute.)

Institutions / Universities you propose to further your studies: (please write "Common App" if the transcript is to be uploaded to The Common Application online system.)

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Date : ___________________                    Signature : ______________________

N.B.
1. The first copy of testimonial and the first copy of transcript are free, but $25 will be charged for each extra copy.  Please pay the exact amount in cash.
2. It usually takes ten school days to process your application.
3. Transcripts report assessment results of F.4 and above and will be sent directly to the institutions stated above.