

**UNITED CHRISTIAN COLLEGE (KOWLOON EAST)**  
**INSTRUCTIONS OF**  
**TRANSCRIPT (PORTFOLIO)'S CERTIFIED TRUE COPY REQUEST**

1. If the student's portfolio is missing, please fill in the Transcript (Portfolio)'s Certified True Copy Request Form from the school website. School will reprint the portfolio and stamp the certified true copy stamp with the signature from school principal.
2. Please note that students' portfolio will only be issued **ONCE**. Students can **ONLY** request for a certified true copy of their student's portfolio from the school. School will make a copy of your presented portfolio and stamp the certified true copy stamp with the signature from school principal.
  - (i) Original copy of the student's portfolio **MUST** be presented to the general office **IN PERSON** for the school to process your application.
  - (ii) You are advised to **BRING ALONG COPIES** of your student's portfolio to the general office or otherwise a fee of HK\$1 per page of photocopying will be collected.
3. Submission of application
  - By email: Send the completed form to [mail@uccke.edu.hk](mailto:mail@uccke.edu.hk) and pay the fee (\$35/ copy) when collecting your portfolio at the general office.
  - In person: Return the form together with the fee (\$35/ copy) to office.
4. Please allow **7 SCHOOL DAYS** for the school to process the application.
5. Special request
  - In case the portfolio needs to be sent directly to the university/ institution, please tick the box 'In a sealed envelope' and provide us with the address of the recipient. However, it is your responsibility to send it to the university/ institution.

**UNITED CHRISTIAN COLLEGE (KOWLOON EAST)**  
**TRANSCRIPT (PORTFOLIO)'S CERTIFIED TRUE COPY**  
**REQUEST FORM**

Name (in English): \_\_\_\_\_ (in Chinese): \_\_\_\_\_

Class: S. \_\_\_\_\_ Class number: \_\_\_\_\_ Student number: s \_\_\_\_\_

Year of graduation/ leaving school: \_\_\_\_\_ Last class attended: \_\_\_\_\_

Mobile no.: \_\_\_\_\_ Date of application: \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_

(\* please tick where appropriate)

**I. Report (s) required** (Please tick where appropriate)

☐ Graduation Year from 2003/04 to 2018/19

| Graduation Year                        | Term                                          | Academic Report Page     | Student Report Page      | Teacher's Comments Page  | R: Reprint <sup>1</sup><br>CTC: Certified True Copy <sup>2</sup><br>(Choose ONE only) |
|----------------------------------------|-----------------------------------------------|--------------------------|--------------------------|--------------------------|---------------------------------------------------------------------------------------|
| <input type="checkbox"/> 20____ - ____ | <input type="checkbox"/> 1 <sup>st</sup> term | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> R<br><input type="checkbox"/> CTC                            |
|                                        | <input type="checkbox"/> 2 <sup>nd</sup> term | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> R<br><input type="checkbox"/> CTC                            |
|                                        | <input type="checkbox"/> Yearly               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> R<br><input type="checkbox"/> CTC                            |

☐ Graduation Year starting from 2019/20

| Graduation Year                        | Session                                 | Academic Report Page     | Student Report Page      | Teacher's Comments Page  | R: Reprint <sup>1</sup><br>CTC: Certified True Copy <sup>2</sup><br>(Choose ONE only) |
|----------------------------------------|-----------------------------------------|--------------------------|--------------------------|--------------------------|---------------------------------------------------------------------------------------|
| <input type="checkbox"/> 20____ - ____ | <input type="checkbox"/> Autumn Session | <input type="checkbox"/> | <input type="checkbox"/> |                          | <input type="checkbox"/> R<br><input type="checkbox"/> CTC                            |
|                                        | <input type="checkbox"/> Winter Session | <input type="checkbox"/> | <input type="checkbox"/> |                          | <input type="checkbox"/> R<br><input type="checkbox"/> CTC                            |
|                                        | <input type="checkbox"/> Yearly         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> R<br><input type="checkbox"/> CTC                            |

1: School will reprint the portfolio and stamp the certified true copy stamp with the signature from school principal

2: School will make a copy of your presented portfolio and stamp the certified true copy stamp with the signature from school principal

**II. Format** (Please tick where appropriate)

☐ Hard copy (number of copies required: \_\_\_\_\_)

Remarks: ☐ In a sealed envelope (Address: \_\_\_\_\_)

----- FOR OFFICE USE ONLY -----

Total amount: \$35x \_\_\_\_ copy = \$ \_\_\_\_\_

Request form received on: \_\_\_\_\_

Handled by: \_\_\_\_\_

Date of collection: \_\_\_\_\_

Teacher-in-charge: Mr. Tse Man Chi, Miss Leung Ka Yan