

UNITED CHRISTIAN COLLEGE (KOWLOON EAST)
TRANSCRIPT (ACADEMIC PERFORMANCE SUMMARY REPORT)
REQUEST FORM

The Transcript (Academic Performance Summary Report) is a one-page summary of students' academic performance for his/her study in United Christian College (Kowloon East). It will only show overall results of each subject, Conduct grade and Grade Point Average throughout the years.

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____

I. Application information *(Please tick where appropriate)*

☐ 1st time application

Purpose:

☐ For secondary/ high school application*

☐ For university application

Name of the university: _____

Country: _____

II. Format *(Please tick where appropriate)*

☐ Hard copy (Number of copies required: _____)

Remarks: ☐ In a sealed envelope (Address: _____)

☐ Soft copy

To be emailed directly to the following university by the school:

Email address of the university: _____

Name of the contact person/ Admissions Officer (if any): _____

III. Important note to applicant

1) Please allow **7 SCHOOL DAYS** for the school to process your application.

2) Special request

- In case the Transcript (Academic Performance Summary Report) 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 the students' responsibility to send it to the university/ institution concerned.**

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

Total amount: \$35x ____ copy = \$ _____

(Free of charge for 1st copy)

Request form received on: _____

Handled by: _____

Date of collection: _____

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

Transcript (Academic Performance Summary Report) (2019 – 2024)

Student Number: 123456

Name: Chan Tai Man (陳大文)

Subject	2019	2020	2021	2022	2023
	–	–	–	–	–
	2020 (1E)	2021 (2E)	2022 (3E)	2023 (4D)	2024 (5D)
Bible	A	A	A	EX	EX
Chinese Language	A	A	A	A*	A*
English Language	A	A	A	A*	A*
Mathematics	A	A	A	A*	A*
Life and Society	A	A	A	----	----
Literature in English	A	A	A	----	----
Chinese History	A	A	A	----	----
Geography	A	A	A	----	----
History	A	A	A	----	----
Physics	A	A	A	A*	A*
Chemistry	A	A	A	A*	A*
Biology	A	A	A	A*	A*
Information and Communication Technology	A	A	A	----	----
Business Foundation	----	----	A	----	----
French	A	A	A	----	----
Putonghua	A	A	A	----	----
Music	A	A	A	----	----
Visual Arts	A	A	A	----	----
Physical Education	A	A	A	EX	EX
Citizenship and Social Development	----	----	----	EX	----
Life Education	----	----	----	EX	----
STEM	EX	EX	EX	----	----
Conduct	EX	EX	EX	EX	EX
Grade Point Average	5.00	5.00	5.00	5.00	5.00

Principal

School Chop

October, 2024