

**Chan Sui Ki (La Salle) College**  
**Applications for testimonials, transcripts and leaving certificates**

**General instructions:**

1. Students who request testimonials, transcripts or leaving certificates should complete the request forms available at office.
2. It takes at least ten working days to complete the process of an application.
3. Office should handle all requests for transcripts and leaving certificates
4. Careers Master should co-ordinate office and teachers concerned to handle all applications for testimonials.
5. All testimonials, transcripts and leaving certificates should be issued by office.
6. Applicants will be notified the date for collection by phone.
7. If an applicant is unable to collect the document(s) in person, he may authorize a representative to do it on his behalf. The authorization must be in writing. He may use the authorization form provided by the school office.
8. The authorized person must be over the age of 18. A close relative of the applicant is preferred.
9. The signature in the authorization must be the same as that signed by the student applicant on the application.