





香港神託會培基書院  
*Stewards Pooi Kei College*

**Information on issuing of  
Reference Letter, Certifying Letter, Transcripts and Report Card (Re-print)**

Items	Duration	Charge	Remarks
1. Reference Letter (推薦信)	10 Working Days	\$25 per copy	Free of charge for final year students.
2. Certifying Letter (在學証明)		Free	N/A
3. Transcripts (學生成績報告)		\$25 per copy	N/A
4. Re-print Report Card (成績表複印)		\$25 per copy	N/A

**A. Reference Letter, Certifying Letter, Transcripts and Report Card (Re-print)**

1. Applicants (Current/ Graduated Students) applying for these documents should fill in an application form and provide evidence to support the application (eg. letter applying for admission to an overseas university). Application forms can be obtained from the School General Office.
2. The required document will be available for collection **10 working days** after the date of application.
3. The applicant should collect the document in person from the General Office. If he/she is unable to do so, he/she can authorize a representative to collect the document. He/she should bring along a copy of applicant's HK identity card for verification.
4. Copy of the document can also be sent directly to the institution concerned. **Addressed envelop(s) with exact postage stamp(s) should be provided by the applicant.**
5. For any enquire, please contact us during office hours (Contact Number: 2345-4567)

**B. Important note:**

Students are reminded that official school documents are **valuable personal records** and should be kept properly. **Always keep the original copy of the document** and give away, only when necessary, certified true copies.

Mr. William Lee  
Vice Principal

1 September 2011