

Points to Note before Completing the Form

1. Completed form should be submitted in person to your class teacher **at least 10 working days beforehand**. Normal processing time required upon receipt of the application form is 10 working days (excluding Saturday, Sunday and public holidays).
2. Only one copy will be issued to the applicant. Applicants are advised to make copies of the certificates if necessary.
3. The certificate will be distributed to the respective applicant through the class teacher once it is ready.
4. For urgent cases, please indicate the date when the transcripts are required. Documentary evidence must be attached. The school will try its best to entertain urgent cases with supporting documents. In case the request could not be acceded to, you will be informed by your class teacher
5. The information provided by you in this application form will only be used for processing this application.