

HKCCCU Logos Academy

Guidelines on Application for Academic Documents (for Alumni)

Application Notes:

1. Please fill out the application form in **Adobe Acrobat Pro** or **Reader DC** and save the completed form.
2. Please allow **at least 15 working days** for processing each application upon receipt.
3. The reference letter for university application are to be sent directly to the institution(s) concerned.
4. Personal data provided on this form will be used by the school for the sole purpose of processing this application. All information provided will be destroyed once the application is completed.

Application Procedures:

- 1 •Applicant / Parent or guardian of the applicant submits the **application form (available on the School Website)** in PDF format to **careers@logosacademy.edu.hk**.
- 2 •Teachers of Careers and Life Planning Team confirm the application details and fee with the applicant / parent or guardian of applicant.
- 3 •For **alumni**, an administrative fee of **HK\$35** will be charged for **each copy**.
- 4 • Applicants will receive an email with the payment details (if applicable). Please follow the instructions in the email and pay the fee accordingly.

After the payment, please send the proof of payment (such as a screenshot of the online banking transaction record or a photo of the transaction advice) and the payment form (with the reference number) to **careers@logosacademy.edu.hk**. A receipt will be issued and can be picked up at the General Office on Campus 2 within a month after the payment.

HKCCCU Logos Academy
Application Form for Academic Documents (for Alumni)

SECTION I DETAILS OF THE APPLICANT

- Full Name of Alumnus (English): _____ (Chinese): _____
- HKID Card No.: _____ ➤ Date of Birth (DD/MM/YYYY): _____
- Year of Graduation or Leave: _____
- Name of the Applicant (*if different from the name of alumnus*): _____
- Contact Number of the Alumnus / Applicant: _____

SECTION II APPLICATION DETAILS (*May request more than one type of document*)

<i>Please tick as appropriate</i>	<i>No. of copies</i>
<input type="checkbox"/> Certifying Letter <i>It is to verify the name of student, period of study at Logos Academy, the medium of instruction of the school, etc.</i>	
<input type="checkbox"/> Certified True Copy of Academic Report Card (Academic Transcript)	
<input type="checkbox"/> Reference Letter <i>Purpose of Application:</i> <input type="checkbox"/> For university application (<i>Please complete Section III</i>) <input type="checkbox"/> For other purpose (<i>please specify</i>): _____ _____ Name of Referee: _____ (Subject: _____)	

For office use:

Application received on: _____
Application completed on: _____
Application fee: HK\$ _____
Payment received on: _____