



# Baptist Lui Ming Choi Secondary School

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**For Office Use Only**

Application received on:

\_\_\_\_/\_\_\_\_/\_\_\_\_

## REQUEST FOR TRANSCRIPT(S) OF ACADEMIC RECORD

**Processing time : 10 working days**

### I. Personal Particulars (\*Please delete as appropriate)

Applicant's name (Mr / Ms\*) : \_\_\_\_\_  
(in English) (in Chinese)

HKID No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Telephone No.: (Office) \_\_\_\_\_ (Home ) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Year of admission: \_\_\_\_\_ Class first admitted: \_\_\_\_\_

\*Present class: \_\_\_\_\_ / Year graduated / withdrawn: \_\_\_\_\_ Class when left: \_\_\_\_\_

### II. Recipient(s) of Transcript(s)

| Name & address of organization / institute<br>(Please write clearly to avoid postal errors) | Country | No. of copies |
|---|---------|---------------|
|   |         |               |

TRANSCRIPT

### III. Programme of Study (\*Please as appropriate)

- |  |   |
|--|---|
| <input type="checkbox"/> Another secondary school      | <input type="checkbox"/> IVE                |
| <input type="checkbox"/> High Cert / Diploma* in _____ | <input type="checkbox"/> Associate Degree   |
| <input type="checkbox"/> Exchange program e.g. AFS     | <input type="checkbox"/> Overseas institute |
| <input type="checkbox"/> Others (Pls specify) : _____  |   |

### IV. Collection of Transcript(s) (\*Please delete as appropriate)

I prefer to let you seal the transcript(s) in BLMCSS envelope / the envelope provided \* and the sealed transcript(s) to be collected in person by me / my authorized representative\*.

- Authorization for Collection of Transcript(s)**

I authorize Mr / Ms \* \_\_\_\_\_ to collect my transcript(s) for me. He / she \* will bring along a copy of my HK identity card for your verification.

\_\_\_\_\_ (signature of applicant) \_\_\_\_\_ (Date)

### **Transcript(s) received by:**

\_\_\_\_\_ (signature of applicant / authorized representative\*) \_\_\_\_\_ (Date)

### **FOR OFFICE USE**

**Transcript(s) prepared by:** \_\_\_\_\_ ( / / ) **Checked by:** \_\_\_\_\_ ( / / )

**Sent out / Obtained on :** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_