



恒生商學書院

**HANG SENG SCHOOL OF COMMERCE**

ADDRESS: HANG SHIN LINK, SIU LEK YUEN, SHATIN, NT  
TEL: 2647 5151 FAX: 2632 5092  
E-MAIL: school@hssc.edu.hk

**For Office Use Only**

Application received on: \_\_\_\_\_

## APPLICATION FOR TRANSCRIPT

### I. Personal Particulars

Name (in English): \_\_\_\_\_ (in Chinese): \_\_\_\_\_  
HKID No. \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Contact No.: \_\_\_\_\_

### II. Programme of Study (Please and delete as appropriate)

Form 6/ Form 7       One Year /Two Year Diploma       Pre Associate Degree  
 Associate Degree       Degree       Top Up Degree

Student No.: \_\_\_\_\_ Year Graduated / Date withdrawn (if applicable): \_\_\_\_\_

### III. Collection of Transcript: (Please and delete as appropriate)

Number of Transcripts required: \_\_\_\_\_

Please seal the transcript(s) in HSSC envelop/the envelop provided\* and the sealed transcript(s) to be sent directly to:

\_\_\_\_\_

Please select your mailing preference:

Air/surface (no additional charge)       Registered (HK\$13)  
 Express (overseas only, HK\$6)

The transcript(s) to be collected in person by me / my authorized person\*

Name of Authorized Person: \_\_\_\_\_ HKID No.: \_\_\_\_\_

### IV. Payment of Fees:

	Amount (HK\$)
_____ Copy(ies) (HK\$10 per copy)	_____
Postage Fee	_____
(registered @HK\$13.00 per recipient /express, overseas only@ HK\$6.00 per recipient)	_____
Total:	_____

Fee payment in \*cash / by cheque (cheque no. \_\_\_\_\_).  
(Please draw the cheque in favour of "HANG SENG SCHOOL OF COMMERCE")

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: (I) Allow at least 10 working days to process the application.  
(II) Applicant should attach a copy of HKID Card with the application form.  
(III) Complete and return the form to Mr. Man, Assistant Student Services Officer (Careers Office, Room N006, G/F, New Teaching Block).*

#### Remarks:

- The accuracy of the data provided may affect the process of your application. Insufficient information may prolong the application process.
- The form will be kept as personal files, accessible to relevant personnel as well as the student concerned.
- The form will be destroyed after the transcript is issued.
- The student has a right of access and correction concerning the personal data provided by means of the application form. Enquiries should be addressed to: Head of Student Services and Activities, Hang Seng School of Commerce, Siu Lek Yuen, Shatin, N.T.