

United Christian College (Kowloon East)
Certifying Letter
Request Form

Name of student (in full): _____ (English) _____ (Chinese)

Mobile No.: _____ Class: S. _____ Class number: _____

Date of application: _____ / _____ / 20____ Student ID: s _____

Year of admission: _____ / _____ (Month/Year)

Year of graduation/withdrawal from school: _____ / _____ (Month/Year)

I. Requirement and format of the letter(s) request

No. of copies: _____

Format: Hard Copy Remarks: In a sealed envelope (Address: _____)

Soft Copy (emailed to: _____)

II. Purpose of the letter (s) request

- Proof of Study
- Proof of Graduation
- Proof of School's Medium of Instruction, i.e. CME/EMI school
- Others (Please specify: _____)

III. Specific requirement for the certifying letter (Optional)

Please state any specific requirement/format required for the certifying letter. (if any)

IV. Important note to applicant

1. Submission of application
 - By email: Send the completed form to mail@uccke.edu.hk
 - In person: Return the form to the General Office.
2. Please allow **7 SCHOOL DAYS** for the school to process the application.
3. Special request
 - In case the letter needs to be sent directly to the university/institution, please tick the box 'In a sealed envelope' and provide us with the address of the recipient. However, it is your responsibility to send it to the university/ institution.

----- **FOR OFFICE USE ONLY** -----

Handled by: _____ Request form received on: _____

Teacher-in-charge: _____ Date of collection: _____