

**UNITED CHRISTIAN COLLEGE (KOWLOON EAST)**  
**REQUEST FOR ACADEMIC DOCUMENTS**  
**NOTE TO APPLICANTS**

1. Download and complete the request form.

2. Submission of application:

a) For graduates

By email – Mail the completed form to [mail@uccke.edu.hk](mailto:mail@uccke.edu.hk). Pay the fee when you pick up the document at the general office. It usually takes around **7 SCHOOL DAYS** to process your document. You are advised to confirm with the office staff regarding the availability of your document before collection.

b) For current students

By email

Mail the completed form to [mail@uccke.edu.hk](mailto:mail@uccke.edu.hk). Pay the fee when you collect the document at the general office. It usually takes around 7 SCHOOL DAYS to process your document.

In person

Submit the form and fee to general office.

Collect your document from the office **7 SCHOOL DAYS** after submission of your request.

3. Special requests

In case your transcript / portfolio needs to be sent directly to the school/ university/ institution, please tick the box ‘In a sealed envelope’ on the form and provide us with the address of the recipient. However, *it is your responsibility to send it to the university/ institution.*

4. Collection of documents

Your document will be ready **7 SCHOOL DAYS** upon receipt of your request form. You are advised to contact general office for the availability of your document before coming back for collection. (Mon – Fri: 0900-1700, Sat: 0900-1200).

In case you cannot collect the document in person, a letter of authorization (together with a copy of your ID card) must be presented by the person authorized.

5. Enquiry: Mr. Tse Man Chi, Mrs. Ho Leung Ka Yan