Diocesan Boys' School
Centre for Further Studies
Documents Request Form

(CFFS/Form R1/2015-16)
Effective from 1 Oct 2015

Name: _____
Program: ☐ **Local** ☐ **I.B.**
Email: _____
Tel No: _____
Pick-up method: _____
_____
Date of Birth:_____
Purpose: _____
_____

Classes Attended (In chronological order)		*(CFFS use only)*	
Year (e.g. 2010-2011)	**Class (e.g. 7D)**	*Application Received:*	*Remarks:*
		Fee Collected:	
		Person-in-charge:	*First Attempt:*
		Picked-up / Sent:	*Second Attempt:*

Please note: It takes <u>at least 14 working days</u> for the processing of documents. It may take longer time during school holidays.

<u>Transcripts</u>
Transcript is a student's full academic record in this school. Results of subjects studied will be converted into grades and listed on the transcript. Grades on transcripts are based on your results in the final exam only, and results in the mid-year exams are available upon request. Please provide us photocopies of your school reports if you need to include results of the current year in your transcript.

I would like to have transcripts from **Grade / Form** ____ to **Grade / Form** ____ x _____copy (s)

$25/page $_____

(CFFS use only)
Sch Rep ready:
Signed by Counsellor:
Handed to HM:

<u>Certified Copies of School Reports</u>
Grade/Form ____ to **Grade/Form** ____ **(Mid-Year / Final- Year / Both)*** x ____ copy (s)

* Please delete the inappropriate. $10/page $_____

(CFFS use only)
Sch Rep ready:
Handed to HM:

<u>Testimonials</u>
A letter only certifying a student has studied here. $10/page x ____ copy (s) $_____

(CFFS use only)
Prepared:
Signed:

<u>Recommendation/Reference Letters</u>
Please submit your CV <u>or</u> fill out Form R2 for information to be included in your letter. Copies of certificates are welcome.
I would like the following teacher(s) to write a recommendation or reference letter for me.

1._____2._____3._____

$20/page x ____ copy (s) $_____

(CFFS use only)

<u>Others:</u>
PG letter ($20/copy)

Total $_____

<u>Other remarks (if any):</u>