

**Diocesan Boys' School**  
**Centre for Further Studies and Careers**  
**Documents Request Form**

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

Name: _____ Program: <input type="checkbox"/> Local <input type="checkbox"/> I.B. Email: _____ Tel No: _____ Pick-up method: _____ _____ Date of Birth: _____ Purpose: _____ _____	<b>Classes Attended</b> <b>(In chronological order)</b>	<i>(CFC use only)</i>		
	<b>Year</b> (e.g. 2010-2011)	<b>Class</b> (e.g. 7D)	Application Received:	Remarks:
			Fee Collected:	
			Person-in-charge:	First Attempt:
			Picked-up / Sent:	Second Attempt:

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

**Transcripts**

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                      \$ \_\_\_\_

<i>(CFC use only)</i>
Sch Rep ready:
Signed by Counsellor:
Handed to HM:

**Certified Copies of School Reports**

**Grade/Form** \_\_\_\_ to **Grade/Form** \_\_\_\_ (Mid-Year / Final- Year / Both)\*    x \_\_\_\_ copy (s)

\* Please delete the inappropriate.

\$10/page

\$ \_\_\_\_

<i>(CFC use only)</i>
Sch Rep ready:
Handed to HM:

**Testimonials**

A letter only certifying a student has studied here.                      \$10/page x \_\_\_\_ copy (s)                      \$ \_\_\_\_

<i>(CFC use only)</i>
Prepared:
Signed:

**Recommendation/Reference Letters**

Please submit your CV or 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)                      \$ \_\_\_\_

<i>(CFC use only)</i>
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**Others:**

PG letter (\$20/copy)

Total                      \$ \_\_\_\_

**Other remarks (if any):**