

Notes on Application for Testimonial / Transcript

1. The first copy of testimonial / transcript is free, but \$25 will be charged for each extra copy.
2. Normal processing time required upon receipt of application form for testimonial / transcript is **10 school days**.
3. Payment Method:
 - a. Payment by Cash
 - Applicants can settle the payment by cash at the school general office.
 - b. Payment by Cheque
 - Applicants can send a personal cheque, made payable to "**Wah Yan College, Kowloon**" and crossed to the school.
 - Applicant's name, class, class number and/or year of graduation are to be written on the back of the cheque.

4. Dispatch Method:

For Current Students

- Testimonials can be collected in person or sent directly to institutions.
- Transcripts will be sent directly to institutions.
- Applicants should provide self-addressed envelopes for dispatching the documents by post.

For Alumni

- Testimonials/Transcripts can be collected in person or sent directly to institutions.
- Applicants should provide self-addressed envelopes for dispatching the documents by post.

S6 students who apply for transcripts after completing Form 6 year can collect their transcripts in person at the school general office.

5. For alumni studying/living overseas, please contact us at (852)-23841038 or by email (info@wyk.edu.hk) for payment and dispatch methods.