



AMERICAN INTERNATIONAL SCHOOL

Request For Student Record

Student Name : _____ Student Number : _____
Last Name First Name Middle Name

Current Grade/Grade Last Attended : _____ Graduated/Withdrawn on : _____

Tel No : _____ Fax No : _____ E-mail Address : _____

Record Requested :

Transcript : _____ copy(s) Certificate of Attendance(s) : _____ copy(s)

Report Card : _____ copy(s) Recommendation Letter(s) : 1) _____
Semester School Year (For Current Student Only) Name of Teacher

Diploma : _____ copy(s) 2) _____
(From Year 2004 onwards) Name of Teacher

Records to be sent to the following institution(s) (please complete institution information at the back) :

- 1) _____ Deadline : _____
- 2) _____ Deadline : _____
- 3) _____ Deadline : _____
- 4) _____ Deadline : _____
- 5) _____ Deadline : _____
- 6) _____ Deadline : _____

Charges : (Please where appropriate)

School Record - Current Students \$20 per copy
(Regular Air Mail Included)

School Record Non-Current Students \$50 per copy
(Regular Air Mail Included)

Registered Mail \$100 per institution

Express Mail HK\$250 - 500 per package

Payment should be made by cash or cheque payable to **AMERICAN INTERNATIONAL SCHOOL**

Please allow 3 weeks from the date of request for processing.

For overseas request:

Please deposit the fees into the school account, fax the request form along with the deposit slip to (852) 2336-5276

Bank Name: *Hong Kong Bank*

Account Title: *American International School*

Account Number: *004-502861-560-001*

Parent/Guardian/Graduate Signature Date

Office Use Only

Receipt No. : _____

Amount : _____

Processed by Date

Transcript : _____
Prepared by Date

Attendance/Graduation Certificate(s) : _____
Prepared by Date

Report Card : _____
Prepared by Date

Recommendation Letter(s) : _____
Checked by Date

Diploma : _____
Prepared by Date

Package(s) Sent/Received By : _____
Date

Institution Information (please print):

1) Name of Institution: _____

Address: _____

2) Name of Institution: _____

Address: _____

3) Name of Institution: _____

Address: _____

4) Name of Institution: _____

Address: _____

5) Name of Institution: _____

Address: _____

6) Name of Institution: _____

Address: _____
