



AMERICAN INTERNATIONAL SCHOOL

Request for Student Record

Student Name: _____ Student Number: _____
Family Name Given Name

Mobile No: _____ Home No: _____ E-mail Address: _____

Current Grade / Last attended Grade: _____ Graduated / Withdrawn on: _____

Record Request for the following Institution(s): (Please Print)

1) _____

Teacher Reference:
1) _____ 2) _____
Name of Teacher Name of Teacher
3) _____ 4) _____
High School Counselor Administrator

For Seniors college application only - by means of :
 Naviance College On-line Apps Physical Documents
Physical documents send via:
 Regular Mail Double Register Mail Express Mail

Transcript (G6-12 only) Attendance Certificate
 Diploma Copy (G12 only) Report Card _____
Term Year

2) _____

Teacher Reference:
1) _____ 2) _____
Name of Teacher Name of Teacher
3) _____ 4) _____
High School Counselor Administrator

For Seniors college application only - by means of :
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Teacher Reference:
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Term Year

- School Record Charge: Current Students HK\$20 per copy of record, Non-Current Students HK\$50 per copy of record
Current Seniors College Application HK\$200 per institution
- Postage Charge: No Charge for Regular Mail, HK\$100 by Double Register Mail, HK\$300 – 500 by Express Mail (subject to the destination)
- Payment should be made by cash or by check payable to American International School
- Direct deposit or internet bank transfer, please forward the signed request form along with the deposit record to admin@ais.edu.hk or fax to (852) 2336-5276. Bank Name: Hong Kong & Shanghai Banking Corporation (HSBC)
Account Title: American International School
Account Number: 004-502861-560-001
- Please allow 3 weeks from the Payment Received Date for processing
- If a student is transferring from AIS during a school year, any request for pro-rated tuition fee reimbursement must be submitted in writing, signed by a parent or legal guardian, and submitted to the School Office at least three months in advance to the withdrawal date.

Signature: _____ Date: _____

Office Use Only

Payment Received Date: _____ Receipt No: _____ Processed by: _____