



**HONG KONG INTERNATIONAL SCHOOL
OFFICE OF ADMISSIONS**

23 South Bay Close, Repulse Bay, Hong Kong TEL: 852-2812-5000
Email: Admiss@hkis.edu.hk

REQUEST FOR ACADEMIC OR ATTENDANCE RECORDS

(You may email or post this request to the Office of Admissions)

Name:

Date of Birth:

Last grade attended:

Date of withdrawal/graduation:

Please specify the records required:

Institution to which you would like your records to be sent:

Please note that official records will be sent directly to another institution. Unofficial copies may be sent directly to the requestor or can be collected from this office. Records are available after three working days and will be sent by post to the above institution.

Signature:

Your postal address:

Your email address:
