HSINCHU AMERICAN SCHOOL

No.6, Yih-Shuh Road, East District, Hsinchu City 30067 Taiwan
Tel: +886-3-520-3211   Fax:+886-3-529-6482
Email: admission@has.hc.edu.tw   www.has.hc.edu.tw

OFFICIAL DOCUMENT REQUEST FORM

Date:

STUDENT INFORMATION – REQUIRED TO IDENTIFY YOUR RECORD

Legal Name			
Family	First	Middle	Other
Address ☐☐☐-☐☐			
Date of Birth (YYYY-MM-DD)		Email Address	
Phone Number/Cellular Number		Date of Withdraw/ Graduation Date	

PLEASE LOOK AT YOUR APPLICATION DEADLINE DATES CAREFULLY!

A. I would like to request:

☐ Official Transcripts   ☐ Certificate of Enrollment

☐ Report Card   ☐ Other Documents:

B. Quantity/Shipping

_____ (Qty)   **Regular** NT$50/*copy*
(Processed within **5** business days after receipt of this request, excluding delivery time.)

_____ (Qty)   **Express** NT$100/*copy*
(Processed within **2** business days after receipt of this request, excluding delivery time.)

_____ (Qty)   **Electronic** NT$30/*copy*
(Processed within **5** business days after receipt of this request, excluding delivery time.)

☐ **Registered Post within Taiwan** (NT$50/*copy*)

☐ **Expressed Post within Taiwan** (NT$100/*copy*)

☐ **EMS International Mail** (NT$400/*copy*)

☐ **Express Registered International** (NT$2,000/*copy*)

☐ **Student Pickup**

C. Send Official Document(s) to:

_____

_____

_____

Enter name and address of recipient. If requesting to pick up, enter your name and "Student Pickup."

Unclaimed or undeliverable transcripts will be destroyed after 30 days. No refund will be issued.

IMPORTANT: Transcripts do not include ACT or SAT scores. **You are responsible for sending your scores to colleges and universities through the testing agencies.** Go to www.actstudent.org or www.collegeboard.com if you have not already sent your official scores to the selected colleges or universities. You have checked your application deadline dates carefully and you authorize the release of your documents as directed on this Official Document Request Form.

_____   _____
Signature of Student   Signature of Parent/Guardian (required if student is under 18)

CASHIER'S OFFICE USE ONLY

Total Amount Due: _____   **Cashier's Signature:** _____

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HSINCHU AMERICAN SCHOOL

Official Documents Cash Payment Receipt

Issued Date:

Cash Received from _____ *the amount of* _____ *for* _____

_____   _____
Hsinchu American School Stamp   Hsinchu American School Official