



•Address: North An Khanh New Urban City (Splendor), Km 10+600 An Khanh, Hoai Duc, Hanoi, Vietnam • Phone: +84 (0)4 3399 6464 • Email: info@stpaulhanoi.com • Website: <http://www.stpaulhanoi.com.vn>

SCHOOL DOCUMENT REQUEST FORM

Name of students: _____ Current Grade: _____

Requesting Documents:

Report card [- Number of copies:]

**Fee charged: more than 1 set will be charged 5USD/set*

Transcript (*For High School students only*) [- Number of copies:]

**Fee charged: more than 1 set will be charged 5USD/set*

Enrolment certificate [- Number of copies:]

Others [- Number of copies:]

Reasons for requesting these documents:

To submit to apply for a new school

To submit for college application

To submit to company

To submit for visa issuance purposes

Other reasons not mentioned herein: *Please specify*

.....

Please kindly email the completed form to the Registrar Office directly at registrar@stpaulhanoi.com

Date: _____ Parent/Guardian Signature: _____