

新界荃灣西柴灣角荃景圍安賢街 12-20 號 電話:24983393 傳真:24142077

## 在校生申請學業證明文件

### **CURRENT STUDENTS' APPLICATION FOR ACADEMIC DOCUMENTS**

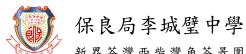
(申請人請以正楷填寫本申請表。The application form should be completed by applicant in BLOCK LETTERS.)

I. DETAILS OF API	PLICANT 申請人資料					
姓名(英文):	(中文):	性別:				
Name (English):	(Chinese):	Sex:				
入讀年份:	現在就讀班級:	香港身分證號碼:				
Year of Admission:	Form and Class at present:	HK ID Card No.:				
	件(請在欲申請的項目加上"√"號)	e put a "\sqrt" to select the items applying for):				
	項目 Items	備註 Remarks				
□ 在學證明書 School Attenda	ance Certificate					
□ 成績表核證副本 Certified	True Copy of Report Card					
(請註明學年 please specify	the academic year:	)				
□ 預測文憑試成績證明書 P	redicted Grades Certificate					
(只供 F6 學生申請 For F6	students only)					
□ 推薦信 Reference Letter						
   (申請學校推薦信者必須墳	[妥「附件一: 個人學術/課外活動成	· 就資料表 1)				
Extra-curricular Activities	ence Letter must complete "Attachme Achievements Form) language: 英文 English / 中文 C					
	specify):					
申請目的 Purpose of Request	:					
□ 申請入學本地課程 Local Programme Admissio 請註明 please specify:		nce due to Loss				
□ 移民 Emigration	□ 內地/外地升學*	□ 內地/外地升學* 請註明				
	Mainland/ Oversea	Mainland/ Overseas Study please specify:				
□ 申請簽證 Visa Application	□ 其他,請註明 Oth	□ 其他,請註明 Others, please specify:				
III. DECLARATION	聲明					
		須知」及依循所有申請程序。 ademic Documents" on page 2 of the application				
家長姓名 Name of Parents		家長簽署 Signature of Parents				
學生姓名 Name of Student		學生簽署 Signature of Student				
		日期 Date				

備註 Remarks:

<sup>□</sup>請在適當空格內填上√號 Please tick as appropriate.

<sup>\*</sup> 請將不適用者删去。Please delete whichever is inappropriate.



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### 在校生申請學業證明文件須知

### Important Notes for Current Students' Application for Academic Documents

1. 所申請之文件一般將於校方收妥表格後 10 個工作天內辦妥。如遇特別情況(如疫情停課、學校假期等),處理時間可能需要延長。

The application will normally be completed <u>within 10 working days</u> from the date of receipt of the application form. During special occasion (e.g. school suspension, school holiday), additional processing time is likely to be extended.

2. 注意:申請表必須交回校務處(G/F),校方才正式開始處理申請。

Attention: Application will be processed upon receipt of the completed application form. Please submit this form to the General Office (G/F).

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在校生申請學業證明文件 附件一: 個人學術/課外活動成就資料

#### CURRENT STUDENTS' APPLICATION FOR ACADEMIC DOCUMENTS

ATTACHMENT 1: PERSONAL ACADEMIC/ EXTRA-CURRICULAR ACTIVITIES ACHIEVEMENTS INFORMATION (申請人請以正楷填寫本申請表。The application form should be completed by applicant in BLOCK LETTERS.)

(Applicant for School Reference Letter must complete this form.此部分只供申請推薦信之學生填寫。)

(Please complete this form with <u>the SAME LANGUAGE</u> as you requested for your reference letter. 請使用與閣下要求的推薦信相同的語言填寫此表格。)

請描述你的個人特質及性格強項: Pleas strengths:(不少於 300 字。 Not less than	se write a brief description of your personal characteristics and character 300 words.)



# 保良局李城壁中學

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	御 左 A 1 ' V	hash Do ' '
人外口、绍儿母子下下小	學年 Academic Year	描述 Descriptions
曾獲得之學術獎項或成就:	-	
Academic awards and achievements:		
achievements:		
	<u> </u>	
公売用、四月マム増工ない。		
曾獲得之課外活動獎項或成就:	-	
Extra-Curricular Activities awards and achievements:		
awards and acmevements.	_	
其他重要學習經歷或成就:		
Other learning experiences and		
achievements:		
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	-	
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11 如义上户中华岛 OCC 1111		
此部分由校方填寫 Official Us	se:	

### 班主任評價 Form Teachers' comment

請在適當空格內填上√號 Please tick as appropriate.

	優異	良好	普通	有待改善	N/A
	Outstanding	Good	Standard	Below Standard	N/A
待人接物 Politeness					
積極性 Initiative					
責任心 Responsibilities					
自信心 Self-confidence					
毅力 Perseverance					
領導才能 Leadership					
與同學 Relationship with					
關係 peers					
評語 Comment					
將會推薦 To be recommended		是 Yes		□ 否 NO	

	班主任姓名:/	班主任簽署:		日期:	/
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