



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 APPLICANT 申請人資料**

姓名(英文): Name (English):	(中文): (Chinese):	性別: Sex:
入讀年份: Year of Admission:	現在就讀班級: Form and Class at present:	香港身分證號碼: HK ID Card No.:

**II. APPLICATION DETAILS 申請詳情**

本人欲申請以下之學業證明文件 (請在欲申請的項目加上“√”號):

**I would like to apply for the following academic documents (Please put a “√” to select the items applying for):**

項目 Items	備註 Remarks
<input type="checkbox"/> 在學證明書 School Attendance Certificate	
<input type="checkbox"/> 成績表核證副本 Certified True Copy of Report Card (請註明學年 please specify the academic year: _____)	
<input type="checkbox"/> 預測文憑試成績證明書 Predicted Grades Certificate (只供 F6 學生申請 For F6 students only)	
<input type="checkbox"/> 推薦信 Reference Letter (申請學校推薦信者必須填妥「附件一：個人學術/課外活動成就資料表」) Applicant for School Reference Letter must complete “Attachment 1: Personal Academic/ Extra-curricular Activities Achievements Form) 請註明語言 Please specify language: <u>英文 English / 中文 Chinese*</u>	
<input type="checkbox"/> 其他 Other (請註明 please specify): _____	

申請目的 Purpose of Request :		
<input type="checkbox"/> 申請入學本地課程 Local Programme Admission 請註明 please specify: _____	<input type="checkbox"/> 遺失補領 Reissuance due to Loss	<input type="checkbox"/> 個人紀錄 Personal Record
<input type="checkbox"/> 移民 Emigration	<input type="checkbox"/> 內地/外地升學* Mainland/ Overseas Study 請註明 please specify: _____	
<input type="checkbox"/> 申請簽證 Visa Application	<input type="checkbox"/> 其他, 請註明 Others, please specify: _____	

**III. DECLARATION 聲明**

<input type="checkbox"/> 我已仔細閱讀此申請表第 2 頁的「在校生申請學業證明文件須知」及依循所有申請程序。 I have carefully read the “Important Notes for Application for Academic Documents” on page 2 of the application form and followed all the procedures.
---

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 :

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

\* 請將不適用者刪去。Please delete whichever is inappropriate.



**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 **within 10 working days** 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).**





	學年 Academic Year	描述 Descriptions
曾獲得之學術獎項或成就： Academic awards and achievements:	_____ - _____	
	_____ - _____	
	_____ - _____	
	_____ - _____	
	_____ - _____	
曾獲得之課外活動獎項或成就： Extra-Curricular Activities awards and achievements:	_____ - _____	
	_____ - _____	
	_____ - _____	
	_____ - _____	
	_____ - _____	
其他重要學習經歷或成就： Other learning experiences and achievements:	_____ - _____	
	_____ - _____	
	_____ - _____	
	_____ - _____	
	_____ - _____	

此部分由校方填寫 Official Use:

**班主任評價 Form Teachers' comment**

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

	優異 Outstanding	良好 Good	普通 Standard	有待改善 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	<input type="checkbox"/> 是 Yes		<input type="checkbox"/> 否 NO		

班主任姓名：\_\_\_\_\_ / \_\_\_\_\_

班主任簽署：\_\_\_\_\_ / \_\_\_\_\_

日期：\_\_\_\_\_ / \_\_\_\_\_