



PO LEUNG KUK YAO LING SUN COLLEGE

保良局姚連生中學

申請編號： **School Document Application Form / 學校文件申請表**

Name in English / 英文姓名 _____ 中文姓名 _____

HKID Card No. / 香港身份證號碼 _____

*** Please read the Note on the back before filling in this form / 填寫本表格前請先細閱背頁備註**

Present Student Only / 在校學生適用		
Class / 就讀班級	Date of Leaving (if applicable) / 離校日期 (如適用者)	
Alumni Only / 舊生適用		
Class Last Attended / 最後就讀班級	Year of Leaving / 離校年份	
Home Address / 居住地址	Telephone No. (Home) / 住宅電話	
	Telephone No. (Mobile) / 手提電話	
	E-mail Address / 電郵地址	
Type of Document / 文件類別 <small>(*Delete as inapplicable / 請刪去不適用者)</small>	No. of copies / 份	Remarks / 備註
1. Testimonial (copy) / 畢業證明 (副本)		For each application, HK\$20.00 will be charged on the first copy, HK\$2.00 will be charged on each subsequent copy. 在同一申請中，每份第一副本為港幣二十元正，其後每份副本為港幣二元正。 The original copy is free of charge. Applicant can make copy on their own needs. HK\$2.00 per each photocopy will be charged on request of certifying as True Copy. 原稿免費申請，如需要副本，申請人可自行影印。如由校方影印及核實成為真實副本，費用為每份港幣二元正。 HK\$20.00 will be charged for each replacement(copy). HK\$2.00 will be charged for each subsequent copy of the same application. 往後如需補領，首份影印本為港幣二十元正，其後每份為港幣二元正。
2. Graduation Certificate (copy) / 畢業/結業證書 (副本) (2015年之後畢業適用)		
3. Report Card (copy) / 成績表 (副本) (*F.1 / F.2 / F.3 / F.4 / F.5 / F.6 / F.7)		
4. Letter of Recommendation / 推薦信 (*原稿 original copy / 副本 photocopy)		
5. Letter of Certificate / 就讀證明信件 (*原稿 original copy / 副本 photocopy)		
6. Transcript / 成績表 (只供申請海外升學用) (*原稿 original copy / 副本 photocopy) > From F. _____ to F. _____ 由中_____至中_____ > Results showed in (Grade / Marks) 成績以 (等級 / 分數) 顯示		
7. Others (please specify) / 其他 (請註明) :		
Any Additional Remarks / 如文件需有特別內容，請註明： _____		
Reason of Application / 申請原因		
Particulars of Receiver (if applicable) / 收件人資料 (如適用者)		
Name / 姓名	Organization / 機構	Position / 職位
Address / 地址		

Signature of Applicant / 申請人簽名 _____ Date / 日期 _____

Documents Received Confirmation/確認收妥文件：

Signature of Applicant / 申請人簽名 _____ Date / 日期 _____

Note / 備註

- (1) Testimonial (replacement) and report card (replacement) will be a photocopy of the original copy with school chop and the Principal's signature. \$20.00 will be charged for each first copy. \$2.00 will be charged for each subsequent copy of the same application.
畢業證書及成績表的補領版為影印本，文件會蓋上學校印章和經校長簽署。在同一次申請中，第一份副本的費用為每份港幣二十元正，其後每份副本為港幣二元正。
- (2) ONLY copies which are issued from our school will be certified.
校方只會核實並簽署經本校印製的文件副本。如文件副本由申請人提供，恕未能辦理。
- (3) Letter of Recommendation will only be issued to a student whom the school deems recommendable.
推薦信只發出予校方評定可以推薦之學生。
- (4) All the charges could be paid by cash or cheque. Cheques made payable to "The IMC of Po Leung Kuk Yao Ling Sun College". Applicant shall responsible for the postal charge if it is to be sent by the school to a local or overseas organization. The postal charge should be paid to the school together with this form.
申請者可繳付現金或支票。支票抬頭請寫「保良局姚連生中學法團校董會」。如文件需由校方直接寄往本地或海外機構，申請者須負擔該郵寄費用。請把足夠郵資連同申請表一併交回。
- (5) Approved documents will normally be due for collection two weeks after application.
當收到申請表後，文件一般會在兩星期內備妥。
- (6) Completed application form can be submitted in person to the school office or mailed to "Career Committee, Po Leung Kuk Yao Ling Sun College, Shek Wai Kok Estate, Tsuen Wan". Please indicate "Application for School Document" on the envelope.
填妥的申請表可親身遞交到校務處，或郵寄至「荃灣石圍角邨保良局姚連生中學 升學及就業輔導組」。請在信封面註明「申請學校文件」。

Personal Information Collection Statement / 收集個人資料聲明

- (1) The personal data collected is for the preparation of the documents applied. The data will be kept as part of the student record.
此表格所收集的資料會用作製備所申請的文件。申請人資料將被納入學生個人紀錄中。
- (2) Only authorized personnel can access and use the data provided.
只有本校授權人士方可查閱及使用閣下提供的資料。
- (3) Applicants who wish to request access to, and correction of, their personal data may write to General Office of the school.
申請人如欲查閱及更改所提供之個人資料，請以書面與本校校務處申請。

For Office Use (供校方使用)

Date of submission:	
Amount received:	\$ <input type="text"/> *cash / cheque Cheque No: <input type="text"/>
Staff signature:	

Status	Staff	Commence Date
Document in preparation		
Issued date	----	
Contact applicant		