

I. 申請人個人資料 Personal Particulars [# 請刪去不適用者 Please delete as appropriate]

中文姓名 Name in Chinese	英文姓名 Name in English
香港身份證號碼 HKID Card No.	電郵地址 Email address
住宅電話 Home Tel. No.	手提電話 Mobile No.
入學年份及班別 Year of admission, and Class	#畢業/離校年份及班別 Year of leaving, and class

II. 申請項目 Application Item(s)

項目 Items	份數 No. of copies
學歷證明書 [證明在學年期] Certifying Letter	
成績報告表 Transcript [每份費用港幣 25 元 The fee for each copy is HK\$25]	
學習概覽 Learning Profile [每份費用港幣 25 元 The fee for each copy is HK\$25]	
推薦信 Reference Letter [申請者需要提交至少 100 字個人自述，讓校方清楚申請者的強項。如提及校外學習經歷，需提交證明文件佐證]	

III. 申請用途 Reasons for Application

- 求職 Job Application [行業/公司/機構 Industry/Company/Organisation : _____]
- 升學 Further Studies [院校及科目 Institution/Programme: _____]
- 其他 Others [請註明 Please Specify : _____]

IV. 領取方法 Collection Method

- 本人親身領取 In person
- 由他人代為領取 [附委託信] By the person authorized [Letter of authorisation is enclosed]
- 直接寄給有關機構 To be sent to the involved party directly
[請填寫收件人資料 Please fill in the details of the recipient]

機構 Organisation:	
姓名 Name:	職位 Position:
地址 Address:	

V. 其他資料 Attachment

- 本人附上其他資料供校方參考 Additional information is provided to the school.

VI. 簽署

申請人簽署
Signature of applicant

*申請人家長簽署
*Signature of applicant's Parent
[*畢業/離校生不適用 Not applicable to graduates / school leavers.]

日期
Date

領取文件 Document(s) received by: [# 請刪去不適用者 Please delete as appropriate]

#申請人/代領人姓名
Name of applicant/authorised representative

#申請人/代領人簽署
Signature of applicant/authorised representative

日期
Date

-完 End-