學生證明文件申請表
Application for School Documents

甲部 Part A

REGNO

學生姓名: _____

Name of Student: _____ 班別(學號): Class(No.) _____

申請原因 Purpose: _____

文件種類(年級): Document(Level)

☐成績單副本 Academic Report 年級 Level: _____

☐學生學習概覽 Student Learning Profile 年級 Level: _____

☐畢業證書 Graduation Certificate

☐就讀證明書 Testimonial

☐其他 Other _____

補領文件每張需繳付$35;學生證$50。We charge $35 per copy for replacement of graduation certificates / transcripts; $50 for student cards.

乙部 Part B (在校學生毋需填寫此部份 For former student)

身分證號碼:
HKID card no.: _____

聯絡電話:
Contact No. _____ 電郵:
Email _____

聯絡地址:
Correspondence Address _____

入學日期:
Date Admitted _____ 年 Year _____ 月 Month 就讀班級:
Class Level _____

離校日期:
Last Date of Attendance _____ 年 Year _____ 月 Month 就讀班級:
Class Level _____

校方收表日期:
Submission Date

聲明：本人明白及同意有關申請需時十個上課日；補領學生證需時一個月。
DECLARATION: I understand and agree that the application will take 10 school days to process; re-issuing student cards takes 1 month.

家長簽署:
Signature of Parent: _____

預計領取文件日期:
Document(s) Available on

丙部 Part C 簽收文件 Collection of Document(s)

學生簽收:
Signature of Student _____ 日期:
Date _____

校方專用 Office Use

會計紀錄 A/C

經辦人:
Handle by _____

收據編號
Receipt No. _____

付款日期
Payment Date _____

備註:
Remarks _____