



Po Leung Kuk Vicwood K T Chong Sixth Form College
Application Form for Academic Documents

To be completed by applicant (Applicant should read the Notes below before completing this form in English)			
English name (Full)		Date of admission	
Chinese name		Class of admission	
HKID card no.		Last school day	
Date of birth		Class of leaving/now attending	Mentor ()
Phone no. (home & cell)		Email	
¹Application for (No. of copy needed: ____)	<input type="checkbox"/> Testimonial ^a <input type="checkbox"/> Transcript ^b <input type="checkbox"/> Letter of Attendance ^c	<input type="checkbox"/> Predicted Grade Report ^d <input type="checkbox"/> ³ Replacement of Graduation Certificate ^e <input type="checkbox"/> Certification of Medium of Instruction ^f	<input type="checkbox"/> Others (please specify):
¹Application reason	<input type="checkbox"/> Further studies <input type="checkbox"/> Job application <input type="checkbox"/> Others (please specify):		
Information of target recipient (If you have two or more recipients, please write the information on another piece of paper)	Name of document recipient: Job title/Position: Name of Institution/Organization: Address: Email of document recipient:		
Signature of applicant:		Date of application:	

Notes:

1. Tick the appropriate boxes.
2. Applicants must allow at least 7 working days (excluding Sat, Sun and public holidays) from the application date for the College to prepare the document requested. If a document is needed in a long school vacation, including Christmas, Lunar New Year, Easter and summer holidays, the applicant needs to submit the application at least 7 working days BEFORE the holiday. The College reserves the right to reject processing the application in long vacations.
3. Replacement graduation certificates are to be issued in May each year at the time of the Speech Day. Application deadline is the first working day of March of the same year.
4. It is the responsibility of the applicants to make sure that they apply for the correct type of document.
5. Applicants are required to ensure that their request for documents is submitted to the College well in advance of the deadlines set by educational institutions or companies to whom they are submitting their documents.
6. Letters of attendance, certification of medium of instruction, predicted grade reports and the first copy of a transcript to an institution are free but there is an issuance fee for the others. The fees payable are as follows:
 - 6.1 Testimonial/Replacement of Graduation Certificate: \$25/copy
 - 6.2 2nd / more copies of Transcript to the same institution \$25/copy
 All fees paid, including postage charges, are non-refundable and must be settled upon the request submission.

To be completed by General Office			
Application received on		Amount received	Application fee: HK\$ Postage charge: HK\$ Total: HK\$
Date of completion		Signature of staff in charge	GO: TIC: TCY ^{a, b} / KSK ^{c, d, e, f} / Mentor

To be completed by applicant	
I receive / acknowledge the issuance of the testimonial(s) / letter(s) of attendance / transcript(s) / replacement(s) of graduation certificate / predicted grade report(s) / certification of medium of instruction / _____ on _____.	
Signature of applicant: _____	Date of collection: _____

The information collected from this application form will be used for internal processing and / or related survey only.



保良局莊啟程預科書院
學業證明文件申請表格

供申請人填寫 (請用中文填寫, 填表前請閱讀申請須知)			
英文姓名		入學日期	
中文姓名		入學年度就讀班級	
香港身份證號碼		最後上課日期	
出生日期		離校/現時就讀班級	導師 ()
住宅及手提電話號碼		電郵地址	
1 本人欲申請 (所需數量: _____)	<input type="checkbox"/> 學行證明書 a <input type="checkbox"/> 預測成績報告 d <input type="checkbox"/> 其他 (請註明): <input type="checkbox"/> 學業成績報告 b <input type="checkbox"/> 3 補領畢業證書 e <input type="checkbox"/> 在學肄業證明書 c <input type="checkbox"/> 教學語言證明書 f		
1 申請原因	<input type="checkbox"/> 升學/進修 <input type="checkbox"/> 求職 <input type="checkbox"/> 其他 (請註明):		
收件人資料 (如有兩個或以上的收件人, 請另加附頁註明)	收件人姓名: 職銜: 任職機構/組織名稱: 地址: 收件人電郵地址:		
申請人簽署:	申請日期:		

申請須知:

- 請在適當空格內填上✓號。
- 申請人需預留從申請日起計最少七個工作天(不包括星期六、日及公眾假期)予校方準備相關文件。如申請人需於學校長假期內取得文件(包括聖誕、農曆新年、復活節及暑假), 請於假期前最少七個工作天前遞交申請。如申請人未能符合此項申請安排, 校方有權拒絕辦理有關申請。
- 畢業證書於每年五月畢業典禮後補發。申請截止日期為同年三月的第一個工作天。
- 申請人必須確保申請的文件類型無誤。
- 申請人必須確保在所需遞交文件機構的截止日期前有足夠時間向本書院申請上述文件。
- 申請肄業證明書、教學語言證明書、預測成績報告及寄給各機構的**首份**學業成績報告均為免費, 其餘文件則需收取行政費。各項文件的費用如下:
 - 學行證明書/補領畢業證書: 每張\$25
 - 送往**同一機構**的第二份或以後之學業成績報告 每張\$25
 所有費用必需於申請時一併繳交, 一切已付費用(包括郵費)均不設退款。

校務處專用			
接受申請日期		收取金額	申請行政費: HK\$ 郵費: HK\$ 總數: HK\$
完成日期		負責人簽署	校務處: 老師: TCY a, b / KSK c, d, e, f / 導師

供申請人填寫	
本人已於_____ (日期) 收取/確認學校已發出 學行證明書/學業成績報告/在學肄業證明書/預測成績報告/補領畢業證書/教學語言證明書/_____。	
申請人簽署: _____	收件/確認日期: _____