

**注意事項 Note**

\*證明書於十五個工作天內完成，並須在發出日期起三個月內取回，否則作廢。

\*The Certificate will be issued within 15 working days and kept by Secretariat for only 3 months, it will be void when expired.

<b>學年</b> Academic Year		<b>學期</b> Semester		<b>申請日期</b> Application Date	
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申請者個人資料 Personal Information					
<b>中文姓名</b> Chinese Name			<b>外文姓名</b> English Name		
<b>證件類別</b> Type of ID			<b>證件編號</b> No. of ID		
<b>出生日期</b> Date of Birth	yyyy / mm / dd		<b>出生地點</b> Place of Birth		
<b>國籍</b> Nationality			<b>籍貫</b> Hometown		
<b>聯絡電話</b> Contact No.			<b>入校日期</b> Admission date	yyyy / mm / dd	
<b>入校班別</b> Class Admitted	第_____校 Branch	<input type="checkbox"/> 幼兒 Kindergarten	<input type="checkbox"/> 小學 Primary	<input type="checkbox"/> 中學 Secondary	_____年級_____班 Grade Class
<b>現讀班別</b> Current Class	第_____校 Branch	<input type="checkbox"/> 幼兒 Kindergarten	<input type="checkbox"/> 小學 Primary	<input type="checkbox"/> 中學 Secondary	_____年級_____班 Grade Class
<b>通訊地址</b> Home Address					
<b>申請文件語言</b> Language Preference	<input type="checkbox"/> 中文 Chinese	<input type="checkbox"/> 英文 English	<b>申請數量</b> No. of Copies Applied	_____份 Copy/Copies	
<b>申請用途</b> Purpose of Application					
<b>申請人簽名</b> Signature of Applicant			<b>申請日期</b> Date of Application	yyyy / mm / dd	

**所需遞交文件 Documents Collected**

學部負責人員填寫 Checked by Person in Charge (Branch)

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|--|---|
| <input type="checkbox"/> (校內)學生學籍管理名冊 Student Profile            | <input type="checkbox"/> 家長申請信函 Parent's Application Letter |
| <input type="checkbox"/> (校內)在學生成績表資料記錄 Student Academic Reports | <input type="checkbox"/> 其他 Others _____                    |
- 學部負責人簽名  
Signature of Person in Charge (Branch) \_\_\_\_\_
- 日期  
Date \_\_\_\_\_

校長簽批 Approved by Principal

校長簽批日期 Date of Approval

**秘書處專用 (For Secretariat Use Only)**

<b>證明文件編號</b> Certificate No.					
<b>申請日期</b> Application Date			<b>發證日期</b> Date of Issue	yyyy / mm / dd	
<b>領證人簽名</b> Signature of Recipient			<b>領證日期</b> Date	yyyy / mm / dd	