

Salesian English School 慈幼英文學校

Reference Letter / Transcript / Certification of Student Status

推薦信、在校成績總表或在學證明申請表

Please read the note on the following page before filling in this form 填寫本表格前請先細閱後頁備註

*** Required fields 必須填寫**

*****Notice to applicants: Approved documents will normally be due for collection 20 working days after application.*****

申請須知: 當收到申請表後, 文件一般會在二十個工作天後備妥。

Name in Chinese 中文全名	*	HKID No. 身份證號碼	*
Name in English 英文全名	*	Contact number 聯絡電話	*
Current student only 在校學生適用:			
Class and Class number 班別、學號	*	()	Date of Leaving 離校日期
Alumni only 舊生適用:			
Year of Admission 入學年份	*	Class and Class number 班別、學號	* ()
Year of Leaving 離校年份	*	Class and Class number 班別、學號	* ()

Document required 所需文件: *			
Reference Letter 推薦信	中: copies 份	Eng: copies 份	\$10 per copy; \$5 each Certified True Copy thereafter. Payment should be collected when application is submitted. 每份第一副本為十元正, 其後由校方影印及核實的真實副本每份五元正。費用需於申請時收取。
Certification of student status 在學證明	* copies 份		
Transcript 在校成績總表	* copies 份 * From S. ____ to S. ____ 由中__ 至中__		

Reason of application 申請原因: * (Tick the appropriate box and fill in details 請在適當空格內劃上剔號及填寫詳情)			
Applying school 申請升學	Name of School 學校名稱	*	
	Name of Programme 課程名稱	*	
	Level of Programme 課程級別	*	
Applying scholarship 申請獎學金	Name of Scholarship 獎學金名稱	*	
	Organisation 頒發機構	*	
Applying job 申請工作	Name of Company 公司名稱	*	
	Position of Application 申請職位	*	
Others 其他	Please specify 請提供詳情:		

Referee 諮詢人：			
<i>Class teacher of the year of leaving will be the referee by default, tick the appropriate box if additional referee is needed. A maximum of 5 referees (including the class teacher) can be invited. Please obtain the acknowledgement from the referees before filling in this form.</i>			
預設離校年班主任為諮詢人，如需額外諮詢人，請在適當空格內劃上剔號，每封推薦信包括班主任在內最多可填寫5位諮詢人。填寫諮詢人前應先獲得相關老師同意。）			
[Only applicable to Reference Letter signed by The Principal 只適用於由校長簽發之推薦信]			
✓	Class teacher of the year of leaving 離校年班主任 (_____ 老師)		Chinese teacher of the year of leaving 離校年中文老師 (_____ 老師)
	English teacher of the year of leaving 離校年英文老師 (_____ 老師)		Maths teacher of the year of leaving 離校年數學老師 (_____ 老師)
	Others 其他老師：		
Signed by 簽發人姓名 (The Principal if not specified 若未有註明，信將由校長簽發)			

Means of Collection 收取方式： * (Tick the appropriate box and fill in details 請在適當空格內劃上剔號及填寫詳情)			
	1. In person 親身領取		
	2. By authorized person 由授權人士領取 [Name 姓名： _____]		
	3. Mail to applicant 郵寄予申請人		
	Name 姓名		
	Address 地址		
	Country 國家	* 本地平郵 (\$2.8) _____ 海外空郵 (\$9.8) _____ 本地掛號 (\$18.3) _____ 海外掛號 (\$25.3) _____	
	4. Mail to the educational institution		
	Name 姓名	Position 職位	
	Address 地址		
	Country 國家	* 本地平郵 (\$2.8) _____ 海外空郵 (\$9.8) _____ 本地掛號 (\$18.3) _____ 海外掛號 (\$25.3) _____	
	5. Email to the educational institution 電郵予相關機構		
	Name 姓名	Position 職位	
	Email address 電郵地址		

Note 備註：

- 1) Approved documents will normally be due for collection 20 working days after application.
當收到申請表後，文件一般會在二十個工作天後備妥。
- 2) If no instruction is given, all requested document(s) will be signed by The Principal and addressed "TO WHOM IT MAY CONCERN".
若未有註明，推薦信及其他文件將由校長簽發，並以「敬啟者」作上款。
- 3) The School accepts no responsibility for any loss or damage of document(s) during postal delivery.
本校恕不負責文件因郵遞而造成的遺失或損壞。

Signature of Applicant 申請人簽名：* _____ Date 日期：* _____