

# 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**

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	*
<b>Current student only 在校學生適用：</b>			
Class and Class number 班別、學號	*	( )	Date of Leaving 離校日期
<b>Alumni only 舊生適用：</b>			
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	* ( )

<b>Document required 所需文件：</b> *				
Reference Letter 推薦信	中：	copies 份	Eng：	copies 份
	Signed by 簽發人 (The Principal if not specified 若未有註明，信將由校長簽發)			
Certification of student status 在學證明	*			\$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。
Transcript 在校成績總表	*	copies 份		
	*	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：** (Tick the appropriate box 請在適當空格內劃上剔號)

[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：			

**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 14 working days after application.  
當收到申請表後，文件一般會在二十個工作天內備妥。
- 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：\* \_\_\_\_\_

**Official Use (Date and signature):**

Application received	(CCS)	Questionnaire distributed	(CSW)
Questionnaire received	(CSW)	Letters ready	(CSW)
Arrive office	(WKS)	Collected	(OFFICE)
Signature of Applicant upon collection:			