



中華基督教會基道中學
CCC Kei To Secondary School
學校文件申請表
Application for Academic Documents

28 Sung On Street, Tokwawan, Kowloon

◆ Tel : 2627 1028 ◆ Fax : 2627 0555 ◆ Email : enquiry@ccckeito.edu.hk

校方專用 For School Use Only

收表日期 Date of Collection

申請人簽收
Signature of Applicant

日期
Date

1. 申請人資料 Details of Applicant

姓名(英文) Name (English)	(中文) (Chinese)	聯絡電話 Contact Tel No.
現時就讀班別 Class attending	離校年份及班別 (舊生適用) Year of Leaving and Class (Applicable to alumni)	

2. 申請類別 Application Details

<input type="checkbox"/> 推薦信 Reference Letter	<input type="checkbox"/> 學歷驗證 Education Qualification Verification
<input type="checkbox"/> 離校證明信 Leaving Certificate	<input type="checkbox"/> 在學證明信 School Attendance Certificate
<input type="checkbox"/> 成績表核證副本 (請註明年份) Certified True Copy of School Report (please specify the year)	<input type="checkbox"/> 其他 Others (請註明 Please specify)

3. 申請目的 Purpose of the Application

<input type="checkbox"/> 轉校 School Transfer 學校名稱 School Name _____	<input type="checkbox"/> 升學 Further Study <input type="checkbox"/> 內地 Mainland <input type="checkbox"/> 海外 Overseas (地點 Place: _____)
<input type="checkbox"/> 求職 Job Application	<input type="checkbox"/> 其他 Others (請註明 please specify)

4. 領取方法 Method of Collection

<input type="checkbox"/> 由本人親身前來領取 To be collected in person	<input type="checkbox"/> 以平郵方式郵寄，已附回郵信封及郵費 By mail (A self-addressed stamped envelope is attached)
<input type="checkbox"/> 由受託人領取 To be collected by an authorized person _____ 受託人姓名 Authorized person's name _____ 受委託人身份證號碼 (首四個字母數字) The HKID number of the authorized person (First four alphanumeric characters only)	<input type="checkbox"/> 請直接電郵學校文件到相關院校 Please send the academic documents to relevant institution by email _____ 電郵地址 Email Address

❖ 申請一般需時 7 個工作天(不包括星期六、日及公眾假期)，經電話通知到校務處領取文件。

The processing of the application will be completed within 7 working days from the date of receipt (excluding Saturdays, Sundays and public holidays). Please collect the documents at the school office after being notified by phone.

❖ 根據個人資料(私隱)條例，凡申請人所填報的資料，僅用於是次申請或相關用途。

According to the Personal Data (Privacy) Ordinance, all information provided by the applicant will only be used for this application or relevant purposes.

申請人簽署 Signature of Applicant : _____

日期 Date : _____