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 *(每份證明文件收費為港幣$15 元。 A fee of HK$15 per copy is payable for each document.)*

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

3. 申請目的 Purpose of the Application

☐ 轉校 School Transfer 學校名稱 School Name _____	☐ 升學 Further Study ☐ 內地 Mainland ☐ 海外 Overseas (地點 Place: _____)
☐ 求職 Job Application	☐ 其他 Others (請註明 please specify)

4. 領取方法 Method of Collection

☐ 由本人親身前來領取 To be collected in person	☐ 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)
☐ 由受託人領取 To be collected by an authorized person _____ 受託人姓名 Authorized person's name 受委託人身份証號碼 (首四個字母數字) The HKID number of the authorized person (First four alphanumeric characters only)	☐ 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：_____