

樂道中學
Lock Tao Secondary School

學校證明文件申請表 Application Form for Student Official Documents

請清楚填寫下列資料，如有錯漏，恕不辦理。所有申請最少須 7 個工作天辦理。

Please complete the form legibly. Failure to do so can result in your application not getting processed. All application will take at least 7 working days to process.

學生姓名 _____ (_____) 性別 男 / 女
Name of student: _____ Gender: Male / Female

學生編號 _____ 英文 身份證號碼 _____ 中文
Student number: _____ HKID No.: _____ (_____)

入讀日期 (月/年) _____ 班別 _____ (何文田校 / 沙田校)
Date of admission (MM/YY): ____/____ Class: _____ (Ho Man Tin campus / Sha Tin campus)

離校日期 (月/年) _____ 班別 _____
Date of graduation (MM/YY): ____/____ Class: _____

聯絡電話 _____ 電郵地址 _____
Contact number: _____ Email address: _____

I. 申請文件類別 Type of Application

文件類別 Type of Application	每份收費 Fee of each copy	數量 No. of copies	總額 Total (HK\$)
☐ 在學及離校證明 School Attendance & Leaving Certificate	\$35		
☐ 成績證明書 Transcript	\$35		
☐ 推薦書 Testimonial	\$35		
☐ 其他 Others (請註明 please specify: _____)	\$35		
☐ 已付 Paid ☐ 未付 Unpaid 總額 Total amount: _____			

II. 申請原因 Reason for Application

- ☐ 於大專或學院進修 Higher Studies ☐ 工作 Job Application
☐ 轉校 School Transfer ☐ 移民 Emigration
☐ 其他 Others (請註明 please specify: _____)

申請人簽署 _____ 日期 _____
Signature of applicant: _____ Date: _____

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校方填寫 For office use only

接收日期 \_\_\_\_\_ 備妥日期 \_\_\_\_\_  
Date received: \_\_\_\_\_ Date completed: \_\_\_\_\_

領取日期 \_\_\_\_\_ 文件由 ☐ 申請人領取 ☐ 由代領取人領取 (須提交授權書)  
Date collected: \_\_\_\_\_ Collected by ☐ the applicant ☐ the representative (authorized letter is required)

領取人姓名 \_\_\_\_\_ 領取人簽署 \_\_\_\_\_  
Name: \_\_\_\_\_ Signature: \_\_\_\_\_