



**Po Leung Kuk Vicwood K T Chong Sixth Form College**

保良局莊啟程預科書院

**Application Form for Academic Documents**

申請學業證明文件

**Important Notes for Application**

1. Please complete **Sections I to IV** of the application form and return the form to the General Office or email it to [info@sfc-plk.edu.hk](mailto:info@sfc-plk.edu.hk)
2. Applicants must allow **at least seven working days** (excluding Saturday, Sunday, and public holidays) from the date of application for the College to prepare the document requested. If a document is needed during a long holiday, such as Christmas, Lunar New Year, Easter, and summer holidays, the applicant needs to make their application **at least seven working days before the holiday**. Applicants are required to ensure sufficient time reserve for the College to prepare the relevant documents before the submission deadline set by educational institutions or companies. The College reserves the right to refuse to process the application during long vacations. If the document is not received on time, applicants may contact the College at 2390 5010 to enquire about the progress.
3. Types of academic documents
  - 3.1 A **transcript** is a student's full academic record in the College, including examination results and form positions. Students who have completed at least one full year of studies are eligible to apply for a transcript.
  - 3.2 A **testimonial** is a document that states the student's study period, general abilities and personality, academic abilities, scholarships, and awards. Students who have completed the NSS curriculum are eligible to apply for a testimonial.
  - 3.3 **Replacement of Graduation Certificate**
    - 3.3.1 A graduate may apply for a replacement certificate in case of loss or damage of an original certificate. Application for replacement due to change of name after graduation will **NOT** be accepted.
    - 3.3.2 A replacement certificate shall in general follow the current format of the graduation certificate, with an additional statement "This certificate is reissued on (DD/MM/YYYY)", and the replacement shall also bear the signatures of the current principal and all other relevant personnel of the College.

3.3.3 Please note the following application periods.

Application period	Distribution date
September to December	Late January
January to April	Late May
May to August	Late September

3.4 A **Predicted Grade Report** is a document that shows the potential results a student may achieve in the HKDSE Examination. It includes performance in all core and elective subjects. This document is only for application by Form 6 students. Under normal circumstances, the College will dispatch the document directly to the organization concerned on behalf of the applicant. In special cases, the applicant will personally collect the document(s) for self-processing.

3.5 A **Certification of Medium of Instruction** is a document that certifies the medium of instruction of the College.

3.6 A **Letter of Attendance** is usually used to attest to a student's status at the College. It states the applicant's class, admission date, and leaving date. There are two types of letters:

- Type A: Students who have left school before graduation
- Type B: Students who are still pursuing their studies at the College

4. Application Fee (excluding postage)

Item	Fee
• Transcript/The <b>first copy</b> of a Transcript to an institution	Free
• <b>2<sup>nd</sup> / more copies</b> of Transcript to the same institution	\$35/copy
• Testimonial	Free
• Replacement of Graduation Certificate	\$35/copy
• Predicted Grade Report	Free
• Certification of Medium of Instruction	Free
• Letter of Attendance	Free

All fees paid, including postag, are non-refundable and must be settled upon submission of the request.

5. Applicants are required to present their student card or HKID card when collecting academic documents. If you wish to authorize another person to collect the academic document(s) on your behalf, your representative is required to bring along the "**Authorization for the Collection of Academic Document(s)**" (A sample is attached) signed by you, a photocopy of **your Student ID/HKID card** and **HKID card/passport of your representative** for verification and record purpose at the General Office. The College will withhold the applicant's academic document(s) if the authorized person cannot produce all the above required documents during collection.

6. The personal data provided by you on this form will be used to process your application and to be destroyed after the application is completed.

## 申請須知

1. 請完成表格的**第一至四部分**，並將表格交回校務處或發送電郵至 [info@sfc-plk.edu.hk](mailto:info@sfc-plk.edu.hk)。
2. 申請人需預留從申請日起計**最少七個工作天（不包括星期六、日及公眾假期）**予校方準備相關文件。如申請人需於學校長假期內取得文件（例如，聖誕、農曆新年、復活節及暑假），請於**假期開始前最少七個工作天**遞交申請。申請人必須確保在所需遞交文件機構的截止日期前，預留足夠時間予校方準備相關文件。如申請人未能符合此項安排，校方有權拒絕辦理有關申請。逾期仍未收到文件，可致電本校 2390 5010 查詢申請進度。
3. 學業證明文件種類
  - 3.1 **學業成績證明書**記錄學生在本校的完整學術成績，包括考試成績和級名次等信息。學生須完成至少一整個學年才符合資格申請學業成績證明書。
  - 3.2 **學行證明書**記錄學生的在學時間、綜合能力及性格、學術能力、獎學金和獲獎情況。學生須完成高中課程才符合資格申請學行證明書。
  - 3.3 **補發畢業證書**
    - 3.3.1 若原始證書遺失或損壞，畢業生可申請補發畢業證書。畢業後更改姓名的補發申請將**不予接受**。
    - 3.3.2 補發畢業證書一般會按照目前的畢業證書格式製作，並加註「本證書於 YYYY年MM月DD日補發」的附加聲明，補發畢業證書亦將附有學校現任校長及其他相關人員的簽名。
    - 3.3.3 請留意以下申請期限。

申請期	派發期
九月至十二月	一月下旬
一月至四月	五月下旬
五月至八月	九月下旬
  - 3.4 **預測成績表**是證明申請人可能取得的香港中學文憑試成績，包括所有核心科目和選修科目的表現。此文件僅供中六學生申請。在正常情況下，本校將直接代表申請者將文件寄送至相關機構。在特殊情況下，申請人將回校取回文件，讓其自行處理。
  - 3.5 **教學語言證明書**用以證明本校教學語言的文件。
  - 3.6 **在學肄業證明書**用於證明學生在本校的學籍狀態，當中記錄申請者的班級、入學及離校日期。本文件分為兩類：
    - 類型甲：畢業前離校的學生
    - 類型乙：仍在本校就讀的學生

4. 申請行政費（不包括郵費）

項目	費用
· 學業成績證明書/送往各機構的 <b>首份</b> 學業成績證明書	免費
· 送往同一機構的 <b>第二份或更多</b> 的學業成績證明書	每張 35 元
· 學行證明書	免費
· 補發畢業證書	每張 35 元
· 預測成績表	免費
· 教學語言證明書	免費
· 在學肄業證明書	免費

所有費用（包括郵費）必需於申請時一併繳交，一經付費後將不予退還。

5. 申請人領取學業證明文件時，必須出示**學生證或身份證**。如欲授權其他人士代為領取學業證明文件，受托人於校務處領取文件時必須攜同由申請人簽署的**授權書**（內附樣本）、**申請人之學生證或身分證副本**及**受托人之身分證正本**，以作核對及記錄之用。如受托人未能出示以上全部三項文件，本校將拒絕把申請人之學業證明文件發給受托人。

6. 此表格所收集的資料將用以處理有關閣下之申請，所提供的資料於申請完成後銷毀。


**Po Leung Kuk Vicwood K T Chong Sixth Form College**

保良局莊啟程預科書院

**Application Form for Academic Documents**

申請學業證明文件

Please read these important notes before completing this form. 填寫本表格前，請先參閱申請須知。

**SECTION I 第一部分 DETAILS OF APPLICANT 申請人資料**

Name (English) 姓名(英文)		Name (Chinese) 姓名(中文)	
HKID card no 香港身份證號碼.		Class at admission 入學年度就讀班別	
Date of admission 入學日期		Date of Graduation/Withdrawal 畢業/退修日期	
Date of birth 出生日期		Class upon leaving/now attending 離校/現時就讀班別	Mentor 導師: (            )
Phone no. 手提電話號碼		Email 電郵地址	

**SECTION II 第二部分 APPLICATION DETAILS 申請詳情**

I would like to apply for the following academic documents (Please tick as appropriate):

本人欲申請以下之學業證明文件（請在適當空格內填上✓號）：

	No. of Copies 數量	Fees 費用 (HK\$ 港幣) ^
<input type="checkbox"/> Transcript 學業成績證明書		
<input type="checkbox"/> Testimonial 學行證明書		
<input type="checkbox"/> Replacement of Graduation Certificate 補發畢業證書		
<input type="checkbox"/> Predicted Grade Report 預測成績報告表		
<input type="checkbox"/> Certification of Medium of Instruction 教學語言證明書		
<input type="checkbox"/> Letter of Attendance 在學肄業證明書		
<input type="checkbox"/> Others (please specify) 其他 (請註明) : _____		
^ Please refer to Note 4 of the "Important Notes for Application" on Payment details. 有關收費詳情，請參閱申請須知之第 4 項。		<b>^Total Fees (HK\$)</b> 總費用（港幣）：

**SECTION III 第三部分 PURPOSE OF REQUEST 申請目的**

Further studies 升學     Job application 求職     Other (please specify) 其他 (請註明) : \_\_\_\_\_

**SECTION IV 第四部分 METHOD OF COLLECTION 領取方法**

(Please tick as appropriate 請在適當空格內填上✓號)

in person

本人親身領取

by an authorized person (The authorized person must bring along all the required documents [indicated in **Note 5** of Important Notes for Application] before collection of academic document(s).)

由受托人領取 (受托人必須攜同所有有關證明文件 [詳列於申請須知之**第5項**]才獲准領取學業證明文件。)

by emailing the institution/organization (Please fill in the address.)

電郵至機構/組織 (請填寫地址)

by mailing to the institution/organization (Please fill in the address. The College bears no responsibility for any loss or damage of the document(s) during postal delivery.)

郵寄至機構/組織 (請填寫地址。學校將不負責任何因郵遞而引致之遺失或損壞。)

**Address 地址**

Name of document recipient 收件人姓名 : .....

Job title/Position 職銜 : .....

Name of Institution/Organization 機構/組織名稱 : .....

Address 地址 : .....

Email of document recipient 收件人電郵地址 : .....

Signature of applicant 申請人簽署 : \_\_\_\_\_

Date 日期: \_\_\_\_\_

To be completed by General Office 校務處填寫				
Application received on 接受申請日期		Amount received 收取金額	Application Fee 申請行政費	HK\$
			Postage 郵費	HK\$
			Total Fee 總費用	HK\$
Date of completion 完成日期		Signature of staff in charge 負責人簽署	GO 校務處： TIC 負責人：LTK / CSE / Mentor	

To be completed by recipient 領取人填寫	
<p>I receive the issuance of the testimonial(s) / letter(s) of attendance / transcript (s) / replacement(s) of the graduation certificate / predicted grade report(s) / certification(s) of the medium of instruction / Others:            _____ on _____ (Date).</p> <p>本人已於_____ (日期) 收取學校已發出 學行證明書 / 在學肄業證明書 / 學業成績證明書 / 補領畢業證書 / 預測成績報告 / 教學語言證明書 / 其他：_____。</p>	
Signature of recipient 領取人簽署： _____	Date 日期： _____

**Authorization for the Collection of Academic Document(s)**

**授權領取學業證明文件**

This form is to be presented by the authorized person when collecting applicant's academic document(s). There is **NO NEED** to attach this to the application form.

本表格只需經由受托人於代領申請人之學業證明文件時提交，並**毋需**於申請學業證明文件時一併遞交。

To: Po Leung Kuk Vicwood K.T. Chong Sixth Form College

致: 保良局莊啟程預科書院

Since I cannot collect the academic document(s) in person, I, \_\_\_\_\_

(HKID No.: \_\_\_\_\_) would like to authorize Mr / Mrs / Miss / Ms \* \_\_\_\_\_

(HKID No.: \_\_\_\_\_) to collect the academic document(s) on my behalf.

由於本人未能親身前來領取學業證明文件，本人\_\_\_\_\_

(香港身分證號碼: \_\_\_\_\_) 欲委托\_\_\_\_\_先生/女士/小姐\*

(香港身分證號碼: \_\_\_\_\_) 代為領取本人的學業證明文件。

\* Please delete whichever is inappropriate. 請刪去不適用者。

Applicant's Signature:

申請人簽名: \_\_\_\_\_

Applicant's Name:

申請人姓名: \_\_\_\_\_

HKID Card No.:

香港身分證號碼: \_\_\_\_\_

Date:

日期: \_\_\_\_\_

**Important Notes** 重要事項:

The authorized person must produce the following documents for verification/record when collecting the academic document(s):

領取學業證明文件時，受托人必須出示及提交以下有關文件以作核對/記錄

(i) "Authorization for the Collection of Academic Document(s)" signed by the applicant;

經申請人所填寫及簽署之「授權領取學業證明文件」表格；

(ii) A photocopy of applicant's HKID card; and

申請人之香港身分證副本；及

(iii) HKID card of the authorized person

受托人之香港身分證正本

The General Office will withhold the applicant's academic document(s) if the authorized person cannot produce all the above required documents for verification and record during collection.

如受托人未能出示及提交以上所述之文件以作核對及記錄，校務處將拒絕把申請人之學業證明文件發給該受托人。