



# 聖公會鄧肇堅中學 SHENG KUNG HUI TANG SHIU KIN SECONDARY SCHOOL

9, OI KWAN ROAD, WANCHAI, HONG KONG  
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## 學業證明文件申請表

### Application for Academic Documents

#### 注意事項 POINTS TO NOTE

1. 申請文件一般會於十四個工作天內發出。

The processing time for issuing the above-mentioned documents may take up to 14 working days.

2. 成績表或畢業證書一經發出後，在任何情況下均不會補發。學生若遺失成績表，可申請學業成績報告表；若遺失畢業證書，可申請在學證明書以證明曾獲取之學歷。

The School Report Card(s) / Graduation Certificate will NOT be re-issued under any circumstances. In case of loss, students may apply for the Academic Transcript or Letter of Attendance for certification of their record of studies / academic performance.

3. 推薦書只會發給現就讀本校同學以作申請海外升學之用。

Testimonials will only be issued to current students for application for overseas studies.

#### 個人資料 PERSONAL PARTICULARS

**(請\*刪去不適用者及在適當方格內填上「✓」號) (Please tick and \*delete as appropriate.)**

學生姓名 \_\_\_\_\_ 出生日期 \_\_\_\_\_  
Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
                                        英文 English                                          中文 Chinese

最後上課日期/年份(如適用) \_\_\_\_\_ 就讀班別 \_\_\_\_\_  
Last date / year of school attendance (if applicable) \_\_\_\_\_ Class \_\_\_\_\_

身份證號碼 \_\_\_\_\_ \*學生家長 / 申請人 聯絡電話號碼 \_\_\_\_\_  
HKID card no. \_\_\_\_\_ Contact tel. no. of \*parent / guardian / applicant \_\_\_\_\_

#### 所需文件 DOCUMENT(S) REQUIRED \*\*第一份免費 The first copy is free of charge.

- |                          |                                                            |                     |
|--------------------------|------------------------------------------------------------|---------------------|
| <input type="checkbox"/> | 學業成績報告表 Transcript (\$25/copy) **                          | _____ 份 copy/copies |
| <input type="checkbox"/> | 推薦書 Testimonial (for current students ONLY) (\$25/copy) ** | _____ 份 copy/copies |
| <input type="checkbox"/> | 在學證明書 Letter of Attendance (\$25/copy) **                  | _____ 份 copy/copies |
| <input type="checkbox"/> | 操行報告 Conduct Report (\$25/copy) **                         | _____ 份 copy/copies |
| <input type="checkbox"/> | 推薦信 Recommendation Letter (\$25/copy) **                   | _____ 份 copy/copies |
| <input type="checkbox"/> | 核實副本 Certified True Copies (\$5/copy)                      | _____ 份 copy/copies |
| <input type="checkbox"/> | 其他 Others (please specify) (\$25/copy) **                  | _____ 份 copy/copies |

致 Address to  致有關人士 To Whom It May Concern  
 其他 Others (please specify) \_\_\_\_\_

用途 Purpose  升學 For further studies  
 其他 Others (please specify) \_\_\_\_\_

#### 領取方法 COLLECTION METHOD

由學生本人 或 委託人到取(請出示申請人授權書)  
By the student in person; or by an authorized representative (Please present letter of authorization.)

按所需機構要求，直接寄往其他地址(請提供有關文件並附上已付郵資及寫上地址之信封)  
By mail to a designated address only when letter(s) issued by a foreign consulate or an overseas university / college / school is/are provided (Please provide stamped addressed envelope.)

\_\_\_\_\_  
\*學生家長 / 申請人 簽署  
Signature of \*Parent / Guardian / Applicant

\_\_\_\_\_  
申請日期 Date of Application