



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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Email: enquiry@tsk.edu.hk  
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學業證明文件申請表

Application for Academic Documents

注意事項 POINTS TO NOTE

- 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.
- 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.
- 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 Student Name	_____	出生日期 Date of Birth	_____
	英文 English		中文 Chinese
最後上課日期/年份(如適用) Last date / year of school attendance (if applicable)	_____	就讀班別 Class	_____
身份證號碼 HKID card no.	_____	*學生家長 / 申請人 聯絡電話號碼 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 (\$35/copy) **                          | _____ | 份 copy/copies |
| <input type="checkbox"/> 推薦書 Testimonial (for current students ONLY) (\$35/copy) ** | _____ | 份 copy/copies |
| <input type="checkbox"/> 在學證明書 Letter of Attendance (\$35/copy) **                  | _____ | 份 copy/copies |
| <input type="checkbox"/> 操行報告 Conduct Report (\$35/copy) **                         | _____ | 份 copy/copies |
| <input type="checkbox"/> 推薦信 Recommendation Letter (\$35/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) (\$35/copy) **                  | _____ | 份 copy/copies |

致 Address to	<input type="checkbox"/> 致有關人士 To Whom It May Concern
	<input type="checkbox"/> 其他 Others (please specify) _____
用途 Purpose	<input type="checkbox"/> 升學 For further studies
	<input type="checkbox"/> 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