

KOWLOON TRUE LIGHT SCHOOL
APPLICATION FORM FOR SCHOOL DOCUMENTS

Reminder for applicant :

1. Please fill in the form below.
2. Fee \$25 (each copy): Transcript / Testimonial / Certifying Letter / Recommendation Letter / Predicated levels for HKDSE / Others.
3. Submit the completed form and the payment to the school office in person.
4. Prepare a letter of authorization if a representative is to submit the form on the applicant's behalf.
5. The application procedure takes 7 – 14 working days. Please contact the office if special arrangement is necessary.

A) Personal particulars

Name: _____ (English) _____ (Chinese)

HKID no.: _____ Contact no.: _____ / _____

Year of admission: _____ Year of graduation / school withdrawal: _____

E-mail: _____

B) Documents applied* (no. of copies)

Transcript () Testimonial () Certifying Letter ()

Recommendation Letter () Predicated levels for HKDSE ()

Others (Please specify): _____

C) Reason(s) for application*

Overseas Study (Country: _____ School: _____)

Others (Please specify): _____

D) Payment*

Cash HK\$ _____ Receipt

Applicant / Authorized person's signature: _____ (Authorized person's name: _____)

Date: _____

E) Collection

Applicant / Authorized person's signature: _____ (Authorized person's name: _____)

Date: _____

Approved by:

Head of Careers Guidance Committee's signature: _____ Date: _____