

**KOWLOON TRUE LIGHT SCHOOL**  
**APPLICATION FORM FOR SCHOOL DOCUMENTS**

**Reminder for applicant :**

1. Please fill in the form below.
2. Fee \$35(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)  
\*HK ID No.: \_\_\_\_\_ \*Contact no.: \_\_\_\_\_ / \_\_\_\_\_  
\*Year of admission: \_\_\_\_\_ Year of graduation / school withdrawal: \_\_\_\_\_  
\*E-mail: \_\_\_\_\_

**B) \*Documents applied# (no. of copy)**

- 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's / Authorized person's signature: \_\_\_\_\_ (Authorized person's name: \_\_\_\_\_)

\*Date: \_\_\_\_\_

**E) Collection**

\*Applicant's / Authorized person's signature: \_\_\_\_\_ (Authorized person's name: \_\_\_\_\_)

\*Date: \_\_\_\_\_

**Approved by:**

Head of Careers Guidance Committee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Fields marked \* are required

#Please  as appropriate

For the details of Personal Information Collection Statement, please visit : <http://www.ktls.edu.hk/pics/>