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 / 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 ( ) ☐ 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/