

School year:

SKH Bishop Mok Sau Tseng Secondary School

Application Form for School Documents

(Transcript / Testimonial / HKDSE Predicted Levels / School Recommendation Letter)

Notes to applicants:

1. This completed application form and all supporting documents should be submitted to the General Office in person or by email to the School (info@mst.edu.hk).
2. **At least 10 school days** will be needed for processing the application.
3. Fee for transcripts (\$20 per copy) will be collected by the General Office.
4. For any special request, please contact Careers Master/Mistress in person or by sending email to School.

I. Personal Particulars

Full Name in English		Full Name in Chinese	
HK ID No.		Date of Birth (ddmmyyyy)	
Phone no. (home)		Phone no. (mobile)	
Email Address			
Status <i>[Please tick (✓) appropriate box and fill in information accordingly.]</i>	<input type="checkbox"/> Current student	Class: _____ Class No.: _____ Class teacher: _____	
	<input type="checkbox"/> F5 Graduate	Year of admission: _____	
	<input type="checkbox"/> S6 Graduate	Year of graduation: _____	
	<input type="checkbox"/> F7 Graduate	Class last attended: _____	
	<input type="checkbox"/> School leaver	Year of admission: _____ Year withdrawn study: _____ Class last attended: _____	

II. Official Document Requested

<i>[Please tick (✓) appropriate box and fill in necessary information.]</i>		No. of copies	Fee
<input type="checkbox"/> Transcript (成績單) [Please complete Part I to IV of this form.]	<input type="checkbox"/> Academic record (marks/grades of the subjects studied) from S_____ to S_____	_____	_____ (\$20 per copy)
<input type="checkbox"/> Testimonial (在學證明書) [Please complete Part I to IV of this form.]	<input type="checkbox"/> A letter which simply certify a person is / has been a student in this school.	_____	/
	<input type="checkbox"/> A letter to certify a student who has studied in this school with a brief statement of his/her personal qualities, ECA activities and services in school and achievements.	_____	
<input type="checkbox"/> HKDSE Predicted Level (中學文憑試預期成績) [Please complete Part I to V of this form.]	/	_____	/
<input type="checkbox"/> School/Principal Recommendation (學校/校長推薦) [Please complete Part I to IV, VI of this form and submit request letter or relevant documents.]	<input type="checkbox"/> A letter provides detailed explanation on student's personal qualities, academic and non-academic performance and achievements.	_____	/
	<input type="checkbox"/> To complete specific form as required by the institution. (Please contact Careers Master/Mistress to process.)	_____	

III. Purpose of Application

Please tick (✓) the appropriate box and fill in necessary information.

Purpose	Further Information	
<input type="checkbox"/> Application for further study	<input type="checkbox"/> Local <input type="checkbox"/> Country/Place of study: _____	
	Name of school/university/institution:	Level of study/name of programme/nomination scheme:
<input type="checkbox"/> Scholarship Application	Name of Scholarship: Name of organization / institutions:	
<input type="checkbox"/> Job Application	Name of company/organization:	Post applied:
<input type="checkbox"/> Others (Please specify): _____	Further information:	

IV. Collection of documents

Please tick (✓) the appropriate box and fill in necessary information.

Way of Collection	Further Information
<input type="checkbox"/> Collect in person	Collect the document at the General Office upon notification.
<input type="checkbox"/> Collect by an authorized person	Authorization for collection: I authorize Mr / Ms # _____ to collect the requested document for me. He / She # will bring along a copy of my Hong Kong Identity Card for verification by the General Office. <i>#Delete as appropriate.</i>
<input type="checkbox"/> Send via email to institution by school	Name of institution: Name of recipient & email address: <i>[Please write in block letters or submit relevant document to avoid errors]</i>
<input type="checkbox"/> Upload via online application system	<input type="checkbox"/> UCAS <input type="checkbox"/> Common Application <input type="checkbox"/> 內地高校招收香港中學文憑考試學生計劃 <input type="checkbox"/> Others (Please specify): _____ To be uploaded by : <input type="checkbox"/> School's responsible person <input type="checkbox"/> Mr/Ms _____ (Name of teacher)
<input type="checkbox"/> Others (Please specify): _____	Further information:

V. Request for HKDSE predicted levels

Year taken HKDSE: _____

Subject taken	Subject teacher
Chinese Language	
English Language	
Mathematics (Compulsory part)	
Citizenship and Social Development	

VI. Achievements & Participation in Activities

- Attach separate sheet if necessary.
- Please provide information in **ENGLISH** as the school documents are written in English. If Chinese recommendation letter is needed, please provide information in Chinese.
- You are reminded to proof-read all information and provide **CORRECT NAME** of activity, competition, organization, award etc.
- You may provide your personal statement, school report cards, Student Learning Profile (SLP) or certificates of awards as supporting documents and important reference for writing appropriate recommendation.

A. Record of achievements / participation in activities

(1) Academic-related activities

Year	Activity / Competition	Organization	Award (if any)	Brief description of the activity/competition/award

(2) Sports-related activities

Year	Activity / Competition	Organization	Award (if any)	Brief description of the activity/competition/award

(3) Arts and cultural activities (music, visual arts, performing arts etc)

Year	Activity / Competition	Organization	Award (if any)	Brief description of the activity/competition/award

(4) Social services participated

Year	Activity / Competition	Organization	Award (if any)	Brief description of the activity/competition/award

(5) Other activities / qualifications / awards (STEM-related activities, leadership, scholarship etc)

Year	Name of activity / qualification /award / scholarship	Organization

B. Recommendation from teachers

- Your class teacher will be consulted and provide comments on your performance. However, you are advised to invite a subject teacher or adviser of ECA group who know you well to write on your personality, academic or non-academic ability and performance so that a more personalized description can be written.
- Attach separate sheet if necessary.

Name of teacher: Subject taught / ECA in-charge #: Comment on student's performance:
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#Delete as appropriate.

Applicant's Signature: _____ Date: _____

[For current student only] Parent's signature: _____

Parent's name: _____ (Father/Mother#) *#Delete as appropriate.*

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**Official Use Only**

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|----------------------------------------------------------------------------|-----------------------------------------|
| Application form received on _____ (date)                                  | Handled by: _____<br>(name / signature) |
| Total fee (\$ _____) collected on _____ (date)                             | Handled by: _____<br>(name / signature) |
| Document(s) sent out via email / uploaded on _____ (date)                  | Handled by: _____<br>(name / signature) |
| Document(s) received by: _____ (signature of applicant/authorized person#) |                                         |
| Date: _____                                                                |                                         |