



SKH Bishop Mok Sau Tseng Secondary School Application for Transfer Admission

We are delighted that you are interested in applying to SKH Bishop Mok Sau Tseng Secondary School. Here you will find details of the procedure for admission.

Procedure

1. Application documents should be sent to the Principal in person or by post. **(Please do not send by email).**
Application documents include:
 - Application Form for Transfer Admission
 - A written application letter
 - A copy of HKID Card or Birth Certificate
 - Copies of school reports of the current year and the last two years
 - Copies of certificates of Extra-curricular activities, Services and Awards (if any)
 - Recommendation letter (if any)
2. Selected applicants will be notified to sit for a written entrance examination, including English Language, Chinese Language and Mathematics papers.
3. Shortlisted applicants will be invited to attend an interview with the principals, which will be conducted in both English and Cantonese.
4. The selected applicants will be notified individually their time for written examination or interview by phone. If the applicant is absent from the examination or interview, no supplementary ones will be arranged.
5. Applicants without further notification will be considered as unsuccessful.
6. We have two rounds of application for transfer Admission.

	To be admitted in the beginning of the school year (in September)	To be admitted in the beginning of the second term (in January)
Level to be Applied	S2 to S4	S1 to S3
Deadline for application	30 June	30 November
Written entrance examination & interview	July	December
Announcement of result	By the end of July	By the end of December

7. Enquiries: 26567804 (Ms. Phyllis Chan)



聖公會莫壽增會督中學 轉學申請安排

我們很高興你有興趣申請入讀本校。轉學申請程序如下：

申請轉學程序：

1. 請親臨本校或以郵寄方式（請勿透過電子郵件發送）向校長遞交申請。

遞交文件包括：

- 轉學申請表
 - 書面申請信
 - 香港身分證或出生證明書副本
 - 本年度及過去兩學年的學校成績表副本
 - 課外活動、服務和獎項的證書副本（如有）
 - 推薦信（如有）
2. 本校會甄選部分申請人參加入學筆試，包括英文、中文和數學三科。
 3. 通過筆試的申請人會被邀請參加面試，面試將由校長或副校長主持，並以英語及廣東話進行。
 4. 筆試及面試時間將以電話通知個別申請人。若申請人缺席筆試或面試，本校不會安排補考。
 5. 如申請人未有接獲進一步通知，則可視為落選。
 6. 轉學申請分為兩輪，詳情如下：

	學年開始時（九月份）入學	下學期初（一月份）入學
申請入學年級	中二至中四	中一至中三
申請截止日期	6月30日	11月30日
入學筆試及面試期	7月份	12月份
結果公佈	7月底	12月底

7. 如有查詢，請致電 2656-7804 聯絡陳淑馨女士。



SKH Bishop Mok Sau Tseng Secondary School

聖公會莫壽增會督中學

Application Form for Transfer Admission 轉學申請表

(can be filled out either in English or Chinese 可用中文或英文填寫)

Student Particular 學生資料

Name in English 英文姓名		Name in Chinese 中文姓名		Photo 相片
Identity Card No. 香港身份證號碼		Sex 性別	Age 年齡	
Date of Birth (dd/mm/yyyy) 出生日期		Place of Birth 出生地點		
Current School 現在就讀學校				
Home Address 住址				
Name of Parent/Guardian 家長/監護人姓名		Relationship 與學生關係		Occupation 職業
E-mail address 電郵地址		Contact Tel.No. 聯絡電話		
Father/mother/brothers/sisters who studied/are studying in our school* 曾在/現在本校就讀父/母/兄/姊*	Name 姓名		Class at present 現就讀班級	Year of Graduation of S5/S6/S7* 中五/中六/中七畢業年份*

*Please delete as appropriate (請刪去不適用者)

Level to be Applied and Expected time of admission 擬申請入學年級及月份

(Put a √ in the appropriate box 在適當的格中加上√ 號)

To be admitted in the beginning of the school year (in September) 學年開始(九月)入學			To be admitted in the beginning of the second term (in January) 下學期開始(一月)入學		
S2 中二	S3 中三	S4 中四	S1 中一	S2 中二	S3 中三

Conduct and Academic Performance of the current year and the last two years

本年度及過去兩年的操行及學業表現

Level/Term 年級/學期	Conduct 操行	Chinese 中文	English 英文	Maths. 數學	Form Position / Number of students in form (if any) 級名次/級人數 (如有)

Internal & External Awards or Achievements 校內外獎項/資歷/獎狀

Please fill in the five most significant academic awards attained (if any). 請列出五項最具代表性的學術獎項 (如有)。

1. Academic 學術

Organizer 主辦機構	Item 項目	Award/achievement 獎項 / 資歷	Year 年份

2. Sports, Aesthetics (Arts and Music) and Cultural (Dance and Drama) 體育、藝術及文化活動

Please fill in the five most significant non-academic awards attained (if any). 請列出五項最具代表性的非學術獎項 (如有)。

Organizer 主辦機構	Item 項目	Award/achievement 獎項 / 資歷	Year 年份

3. Service and others 服務及其他

Please fill in the five most significant items (if any). 請列出五項最具代表性的資料(如有)。

Organizer 主辦機構	Item 項目	Award/achievement 獎項 / 資歷	Year 年份

Declaration (聲明)

I declare that:

1. I understand that the personal data provided by means of this form will be used for processing application for transfer admission.
2. To the best of my knowledge and belief the information contained in this form is true and correct.

本人聲明

1. 本人明白此表格提供的個人資料，將用以辦理轉學申請事宜。
2. 此表格內的資料全屬正確無訛。

Date
日期

Name of Parent /Guardian*
家長 / 監護人姓名*

Signature of Parent/Guardian*
家長 / 監護人簽署*

* Please delete as appropriate (請刪去不適用者)

Remarks:

The information/documents collected and attached to this application form are strictly used for the application for transfer admission and will be destroyed after use. 本表格所搜集之資料純用作學生申請本校學位之用，在完成所需程序後，此等資料將予銷毀。