東華三院蔡榮星小學
TUNG WAH GROUP OF HOSPITALS TSOI WING SING PRIMARY SCHOOL

插班生申請表 Transfer Student Application Form

申請須知 **Application Guideline:**

** 請用**藍色**或**黑色原子筆**以正楷填寫此申請表。 Please complete the form in BLOCK letters with a **blue** or **black ballpen**.

1. 此表格免費索取，報名不收取任何費用。 Admission application is free of charge.
2. 報名時請攜帶**學生身份證明文件副本一份**、**家長/ 監護人身份證明文件副本一份**、**最近兩次的學生成績紀錄或成績表**及**學生近照一張**。如有相關學習或評估報告可連同申請表提交 (自願性質)。 Submit the application form and bring along with the following documents: **the duplicate documents of student identity (Birth Certificate / HKID / Passport)**, **one copy of parents/ guardian identity document (e.g HKID), two most recent student transcripts** and **a student recent photo**. Other relevant assessment results or evaluation reports can be submitted with the application form on a voluntary basis.
3. 學生姓名的中文寫法及英文串法須以其身份證明文件 (如香港出生證明書) 為準。Student's name (both of the Chinese and English spelling) should be based on his/her identity document such as Hong Kong birth certificate.

1. 學生資料 Personal Particulars of Student

姓名 Name of Student	中文 Chinese				近照 Recent Photo
	英文 English				
	英文別名 Other English Name		性別 Gender		
出生日期 Date of Birth	年 / 月 / 日 yyyy / mm / dd	年齡 Age		國籍 Nationality	
		出生地點 Place of Birth		籍貫 Origin	

身份證明文件號碼 Identity Document Number		抵港日期 Arrival date	年 / 月 / 日 yyyy / mm / dd
身份證明文件類型 Identity Documents *Please tick the appropriate	☐ 香港出生證明書/ 身份證 Birth Certificate/ HKID Card ☐ 護照 Passport ☐ 回港證 HKSAR Re-entry Permit ☐ 前往港澳通行證 One-way Permit ☐ 簽證身份書 Visa ☐ 其他 Other: _____	首次來港入學日期 Date of Enrollment In Hong Kong	年 / 月 / 日 yyyy / mm / dd
住址 Residential Address			
通訊地址(如與住址不同) Correspondence Address			

2. 曾就讀學校 (由最近期列起) Previous Education (in reverse chronological order)

校名 School Name	就讀期間 Duration	班級 Class

3. 家長 / 監護人資料 Personal Particulars of Parents' / Guardian

	姓名 Name	職業 Occupation	住址 Address	香港聯絡電話 Hong Kong Contact Number
父親 Father			☐與學生住址相同 Same as student's address	
母親 Mother			☐與學生住址相同 Same as student's address	
監護人 Guardian (如適用 if applicable)			☐與學生住址相同 Same as student's address	
	與學生關係 Relationship:			
電郵 Email **(必須填寫)**				
	與學生關係 Relationship:			

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現正就讀本校的兄弟姐妹/畢業生 Name of Siblings Studying/Graduates from this School	姓名 Name	就讀班級 Class	關係 Relationship

4. 備註 **Remarks**

✧ 本校規定教職員在執行校務時不可索取或接受任何禮物、金錢或其他形式的利益，故懇請家長切勿提供利益予本校的教職員。The school stipulates that the staff members cannot obtain or accept any gifts, money or other forms of benefits when performing their school duties. We urge parents not to provide benefits to the staff of the school.

《個人資料（私隱）條例》

✧ 申請人交來的個人文件夾或資料只作入學申請用途，此表格所提供之個人資料，在未得到家長的同意之前，校方不會向第三者披露或轉移收集所得的有關 個人資料。所有不獲取錄之申請，其表格及交來的個人資料，將會被銷毀，不會退還予家長。All the information submitted in the Application Form and the other attachments will only be used for admission purpose. Personal date collected will not be disclosed or transferred to third parties without the parent's consent. All unsuccessful applicants information provided and documents are non-returnable and will be disposed.

✧ 根據個人資料(私隱)條例規定， 申請人有權要求查閱、更正及更新其個人資料。如有查詢，請與本校聯絡。 In accordance with the Personal Data (Privacy) Ordinance, applicants have the right to access, correct and update their own personal data. Please approach the school for any enquiries.

5. 聲明及簽署 **Declaration and Signature**

本人聲明上述填寫的資料全屬正確。如有更改，本人會知會學校。
I declare that all the information mentioned above is correct. If there is any change, I will inform the school immediately.

申請人簽署 Signature of applicant

申請日期 Date of application

申請人姓名 (正楷) Name of applicant (in block letters)

本校專用 **For School Use Only**

筆試日期 Date of Written Test		註冊日期 Registration Date	
面試日期 Date of Interview		編配班別 Assigned Class	
面試時間 Time of Interview		入學日期 Enrollment Date	
結果 Result	取錄 Admission / 不取錄 Refusal	校長簽署 Signature of Headteacher	