



Po Leung Kuk Ngan Po Ling College
保良局顏寶鈴書院
 26 Sung On Street, Tokwawan, Kowloon
 九龍土瓜灣崇安街 26 號
 Tel 電話：2462 3932 Fax 傳真：2462 3929

Received On

Application for Academic Report/SLP/Reference/Testimonial
學業成績表/學生學習概覽/推薦書/在學證明書

Please read the Notes To Applicants overleaf before completing this form. 填寫表格前，請參閱後頁申請須知。

Student Name: _____ HKID/Passport* No.: _____
 學生姓名 (English) (中文) 香港身份證/護照號碼*
 * Please delete as appropriate 請刪去不適用者

Student No.: _____ Phone No.: _____ E-mail Address: _____
 學生編號 電話號碼 電郵地址

Year of Admission 入學年份: _____ Class 班別: _____
 Year of Graduation/ Withdrawal 畢業/退修日期: _____ Class 班別: _____

I would like to apply for (Please “✓” as appropriate) 本人欲申請 (請在下列適當空格內 “✓”)

- | | | | |
|--------------------------|---------------------------------|-------------------|-----------------------------------------------|
| <input type="checkbox"/> | *Academic Report 學業成績表 | School Year _____ | <input type="checkbox"/> 1 st Term |
| <input type="checkbox"/> | Student Learning Profile 學生學習概覽 | | <input type="checkbox"/> 2 nd Term |
| <input type="checkbox"/> | Reference 推薦書 | | |
| <input type="checkbox"/> | Testimonial 在學證明書 | | |

Reason for application 申請原因 _____

*A fee of \$25 per copy of academic report is to be collected. 學業成績表副本申請費用為每張\$25。

 Signature of Applicant 申請人簽署 Date 日期

Academic Report/SLP/Reference/Testimonial Received By
學業成績表/學生學習概覽/推薦書/在學證明書經已收悉。

 Signature of Applicant/ Authorized Person 申請人簽署 Date 日期

For Office Use Only 校務處職員專用

Handle by _____
 職員簽署 Date 日期

Notes to Applicants

1. An academic report is a certification of a student's record of academic performance.
2. Student Learning Profile is a summary of what a student participates and achieves, in terms of his/ her whole-person development during the senior secondary years.
3. A reference is a certification of comments made by class teachers or teachers concerned regarding a student's academic and non-academic performance, personality, etc.
4. A testimonial is a certification of a student's registration status with regard to his/her study in the College.
5. An applicant who wants to have the document sealed should indicate this request in the application form. It is also the applicant's responsibility to provide accurate and legible address for the sealing service.
6. Application can be made by post or in person at the General Office. Overseas applicants may download the application form from the school website and submit application via school email info@home.npl.edu.hk.
7. The requested document is available only after seven working days from the receipt of application. During peak period and/or under special requests, a few extra working days may be required for processing the application. An applicant who has urgent needs for the document has to indicate in the application form with provision of reason(s) pending the justification of the College. The College will not be responsible for any consequences of not meeting the urgent requests.
8. All documents should be collected in person, except for the request made by overseas applicants.
9. Applicants may authorize a third party to submit the application and collect the requested document on their behalf. The authorized person should present the following upon application and/ or collection of the documents:
 - The application form (only upon application)
 - An authorization letter signed by the applicant/ HKID card of the authorized person
 - Copy of student ID card/ HKID card/ passport/ or other valid document of the applicant
10. Information provided in the application form is treated strictly confidential, and is to be used by the College for checking record only.

申請須知

1. 學業成績表證明申請人在學期間的學業表現。
2. 學生學習概覽證明申請人在高中期間所參與的活動及成就，以達至全人發展的目標。
3. 推薦書證明申請人在學期間的學行、課外活動表現及個人特質。有關資料以班主任或相關老師對申請人的評語為依據。
4. 在學證明書證明申請人是本校畢業生或曾是本校學生。
5. 申請文件如須密封及在封口蓋上學校印章，申請人必須在申請表上提出此要求，並須提供明確清晰的郵遞地址。
6. 所有申請必須以郵寄形式或親臨校務處遞交。海外申請人可從校網下載申請表格，並將填妥之申請表格電郵至 info@home.npl.edu.hk。
7. 請由遞交申請表日起的七個工作天後，親身到本校領取文件。如接獲申請之數目眾多及/或申請人提出特別要求，本校可能需要額外的工作天處理。如因緊急情況，申請人需要提早在遞交申請後之七個工作天內領取文件，必須在申請表上列明有此需要及簡述原因。所有不獲受理之特急申請，校方一律不會承擔任何後果。
8. 所有文件必須由申請人或授權人親身領取 (海外申請人除外)。
9. 申請人可委託授權人遞交或領取文件。授權人必須出示下列文件以證明身份：
 - 申請表 (不適用於領取文件)
 - 申請人已簽署之授權書/ 受權人之香港身份證
 - 申請人之學生證/身份證/護照/或其他有效身份證明文件之副本
10. 本申請表內的資料會絕對保密，並只作本校翻查紀錄之用。