

## **Application Procedure**

### **A. Online Application**

1. Please fill in the online application form via the school website from **2<sup>nd</sup> November to 9<sup>th</sup> December 2019**.

Please upload a scanned copy of the following documents:

- (1) Primary 5 final academic report;
- (2) TWO certificates at most (if any), best representative of the applicant's achievement(s) in music, sports, art, speech, mathematics or other areas respectively;
- (3) Reference letter from the Principal of the applicant's primary school, if any; and
- (4) 1 recent colour ID photo of the applicant.

**(Electronic file format: gif, jpg, png, pdf ; maximum capacity: 8 MB)**

Once the application has been accepted by the system, you will receive an e-mail to confirm your application.

2. When attending the interview, please bring the original copy of the above documents and the I.D. card / birth certificate / passport of the applicant for verification only.
3. A non-refundable application fee of HK\$50 is payable online by credit card.
4. Students who are interested in applying for scholarship(s) should fill in the relevant online application form(s).

### **B. Hard-copy Application**

1. The application form can be either downloaded via the school website or collected from the College Office from **2<sup>nd</sup> November to 9<sup>th</sup> December 2019**. The application form should be submitted together with the following documents, stapled to the back of the former:

- (1) Photocopy of Primary 5 final academic report;
- (2) Photocopy of TWO certificates at most (if any), best representative of the applicant's achievement(s) in music, sports, art, speech, mathematics or other areas respectively;
- (3) Photocopy of I.D. card / birth certificate / passport;
- (4) Reference letter from the Principal of the applicant's primary school, if any;
- (5) 2 self-addressed stamped (HK\$2) envelopes; and
- (6) 1 recent colour ID photo of the student with his name written clearly on the back.

Please submit the completed form and the necessary documents **BY HAND** on or before **9<sup>th</sup> December 2019** to the College Office during office hours: Monday to Friday: 9 a.m.–5 p.m.; Saturday: 9 a.m.–1 p.m.(closed on public holidays).

2. A non-refundable application fee of HK\$50 will be collected when the application form is submitted.
3. Students who are interested in applying for scholarship(s) should fill in the relevant scholarship application form(s) and submit the duly completed application form(s) with supporting documents **separately** from the Application Form for Secondary One Admissions.

**Applications can be submitted either through the online system or in paper format by hand. The applicant should only opt for either ONE of the methods. Duplicate submissions will be rendered NULL and VOID. Late applications will not be processed.**

## 申請程序

申請人可選擇以下其中一個方式遞交入學申請表格。

### 一、 網上申請

1. 申請者須於 2019 年 11 月 2 日至 12 月 9 日，透過本校網頁直接填寫電子申請表。

網上申請需要上載之電子掃描檔案：

- (1) 小學五年級下學期成績表
- (2) 音樂、體育、美術、朗誦、數學及其他六個範疇，每個範疇最多兩項優秀表現獎項／證書，(倘有)
- (3) 小學校長推薦信 (倘有)
- (4) 學生彩色證件相一幀

(上載檔案格式： gif, jpg, png, pdf；總容量上限為 8 MB。)

學校收到申請者遞交之報名表，稍後將以電郵確認申請。

2. 申請者出席面試時，須攜帶上載文件之正本 及 申請者出世紙／身份證／護照正本，作即時核對並退還。
3. 申請者須以信用卡方式支付報名費港幣五十元；報名費恕不退還。
4. 如欲申請獎學金之學生，請同時填妥獎學金電子申請表。

### 二、 紙本報名

1. 申請人可透過本校網頁下載或親身到本校索取申請表。申請者須於 2019

年 11 月 2 日至 12 月 9 日上午 9 時至下午 5 時蒞臨本校遞交申請表。

2. 申請表需附下列文件：
  - (1) 小學五年級下學期成績表影印副本
  - (2) 音樂、體育、美術、朗誦、數學及其他六個範疇，每個範疇最多兩項優秀表現獎項／證書影印副本（倘有）
  - (3) 身份證／出世紙／護照影印副本
  - (4) 小學校長推薦信（倘有）
  - (5) 連郵票(港幣\$2)及回郵地址的信封兩個
  - (6) 學生彩色證件相一幀，後面須清楚寫上姓名
2. 遞交申請表時須一併繳交報名費港幣五十元，報名費恕不退還。
3. 如欲申請獎學金之學生，請同時填妥獎學金申請表，與入學申請表分開遞交。

申請人可透過網上系統申請，或親臨本校遞交書面申請。網上或書面申請只可二擇其一，如重複遞交，申請則予作廢。截止日期後遞交之申請概不受理。