

**伯特利中學**  
**舊生領取證明文件申請表**

**Bethel High School**

**Collection of Certificates and Documents Application Form (Former Students)**

注意 Notice:

1. 請清楚據實填寫下表，連同申請人之身份證明文件副本及回郵費用(可用香港通行郵票支付或以支票抬頭「伯特利中學法團校董會」)，寄往：

元朗錦綉花園 F 段四街十一號伯特利中學收

(聯絡電話：24712622 傳真：24715171)

Please fill in the form clearly and send it to the following address together with a copy of the applicant's Identity Card and postage fee (you may pay in Hong Kong stamps or cheque payable to The Incorporated Management Committee of Bethel High School )

**No.11, 4<sup>th</sup> Street, Section F, Fairview Park, Yuen Long, N.T.**

(Contact Number: 2471 2622 Fax: 2471 5171)

2. 校方一般需時五個工作日才能完成發件手續，然後將證件以平郵方式寄給申請人。若申請人要求校方將證件以掛號形式寄回，或需由校方直接將證件寄往指定之(申請人以外)收信人，請在表上註明，及隨本表將所需郵費(以香港通行郵票支付)寄往學校。

It takes approximately 5 working days to process the application. We will send the required document(s) to the applicant by mail. Please specify on the form and send it to the above address together with the necessary postage fee (pay in Hong Kong stamps) if the applicant requests of sending the document(s) by registered mail, or to a designated recipient (other than the applicant).

3. 若申請人可親身把本表格交往學校，則屆時只需出示本身之身份證明文件而無需任何副本。If the applicant is going to submit the form personally, he or she only needs to show the Identity Card and no need to submit any copies.

4. 倘若填寫資料不清楚或欠缺身份證明文件副本、費用等，將阻延校方發出證明文件，請留意。Please note that if the following items are not filled in appropriately or the copy of Identity Card or postage fee is missing, the completion of application will be delayed.

姓名 Name: (中文 Chinese) \_\_\_\_\_ (英文 English) \_\_\_\_\_

性別 Sex: \_\_\_\_\_ 出生日期及地點 Birth Date and Place: \_\_\_\_\_ 籍貫 Origin: \_\_\_\_\_

入學日期 Date of Studying at Bethel High School: \_\_\_\_\_ 入讀班級 Class: \_\_\_\_\_

離校日期 Date of Leaving Bethel High School: \_\_\_\_\_

離校時就讀班級 Class Studied at when Leaving: \_\_\_\_\_

離校原因 Reasons of Leaving:  畢業 Graduated  轉校 Changed to another School

修業期滿 Completion of Study

其他(請註明) Others (Please Specify) \_\_\_\_\_

住址 Address: \_\_\_\_\_

通訊處 Mailing Address (若與住址不同 if different from above) : \_\_\_\_\_

聯絡電話 Contact Number: \_\_\_\_\_

擬申請之文件 Document(s) Requested:  肄業證明 Graduation Certificate  成績證明 School Report

作何用途 Purpose of Request:  升學 Further Study  求職 Job Seeking  移民 Emigration

其他(請註明)Others (Please specify) \_\_\_\_\_

要求校務處將證件寄往：(請用正楷正確填寫)

The above chosen document(s) is to be sent to: (Please fill in Capital Letters)

收信人 Addressee: \_\_\_\_\_

地址 Address: \_\_\_\_\_

郵寄方式 Way of Posting:  平郵 Local Mail  掛號 Registered Mail

空郵(若寄往海外) Air Mail (if send to overseas)

申請人簽署 Signature of Applicant: \_\_\_\_\_ 日期 Date: \_\_\_\_\_