

**YAN CHAI HOSPITAL LAW CHAN CHOR SI COLLEGE 仁濟醫院羅陳楚思中學**  
**APPLICATION FOR CERTIFICATE OF ATTENDANCE 就讀證明申請表**

English Name: \_\_\_\_\_ 中文姓名: \_\_\_\_\_

I.D.No. 身份證號碼: \_\_\_\_\_ ( ) Contact No. 聯絡電話: \_\_\_\_\_

e-mail address 電郵地址: \_\_\_\_\_

Address 地址: \_\_\_\_\_

Date of admission 入學日期: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of leaving 離校日期: \_\_\_\_/\_\_\_\_/\_\_\_\_

Highest Level (Class) attended 離校前所就讀之班別: \_\_\_\_\_

Is your withdrawal processed (if applicable)? Yes/ No 是否已辦妥退學手續(如適用)? 是 / 否

Reasons for applying certificate of attendance 申請就讀證明原因:

\_\_\_\_\_

Applicant's Signature

Date

申請人簽署: \_\_\_\_\_

日期: \_\_\_\_\_

NB 附錄

- To verify true copies, you are required to bring the latest report card to school to make copies. 為證明最後一年成績表無誤, 請於遞交表格時帶同正本, 以便職員代為複印。
- You can only apply for the certificate of attendance once. A certified true copy of the certificate will be issued for the second application. 你只能申請就讀證明一次, 第二次申請將予第一次就讀證明的學校認證之副本。
- The application procedure will take at least 5 working days. 申請程序需時最少五個工作天。

取就讀證明後

Signature of Student

學生簽署: \_\_\_\_\_

Date

日期: \_\_\_\_\_