



**ST. CLARE'S PRIMARY SCHOOL**  
**聖 嘉 勒 小 學**  
3-6 PROSPECT PLACE, BONHAM ROAD, HONG KONG  
香港般含道光景台三至六號

For official use

Application No. MJ \_\_\_\_\_

申請編號

**Application Form for Mid-joiners**

**插班生申請表**

學生近照  
Student's  
recent photograph

1. 學生姓名 ❖ \_\_\_\_\_  
Name of Student 中文 (in Chinese) 英文 (in English)

2. 出生地點 \_\_\_\_\_ 出生日期 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Place of Birth Date of Birth DD MM Year

3. 證件類別 ☆  香港身份證 / 出生證明書  護照  往來港澳通行證  
Type of document Hong Kong I.D. Card / Birth Certificate Passport Exit-Entry Permit for Travelling to and from Hong Kong and Macao

證件號碼 ☆ \_\_\_\_\_ 國籍 \_\_\_\_\_  
Document No. Nationality

4. 宗教 \_\_\_\_\_ 領洗日期 \_\_\_\_\_ 領洗紙登記號碼 \_\_\_\_\_  
Religion Date of Baptism Certificate of Baptism Reg. No.

5. 居住地址 \_\_\_\_\_  
Residential Address

6. 住宅電話 \_\_\_\_\_ 電郵地址 \_\_\_\_\_  
Home Telephone No. E-mail address

7. 現讀學校 \_\_\_\_\_ A.M./P.M./W.D. \_\_\_\_\_  
Present School 中文 (in Chinese) 英文 (in English)

現讀學校之地區 \_\_\_\_\_ 現就讀年級 \_\_\_\_\_ 擬申請就讀年級 \_\_\_\_\_  
District of present school Current grade Proposed entry grade

轉校原因 Reason(s) for transfer \_\_\_\_\_  
\_\_\_\_\_

8. 家長或監護人資料  
Parent / Guardian's particulars

	FATHER 父親	MOTHER 母親	GUARDIAN 監護人 (If applicable 如適用)
姓名 英文 Name (in English) ❖			
中文 (in Chinese) ❖			
職業 / 職位 Occupation / Position			
僱主 / 公司名稱 Name of Employer / Company			
手提電話號碼 Mobile Phone No.			

❖ 請根據身份證明文件填寫中英文姓名。Please refer to the identity document to fill in the names.

☆ 如學生非本港出生，請提供旅遊證件號碼（如護照或往來港澳通行證）。For students who were not born in Hong Kong, please provide the travel document number (e.g. passport or Exit-Entry Permit for Travelling to and from Hong Kong and Macao).

9. 附加資料

Additional Information

請於左列適當的方格內加上 “✓” Please “✓” in the appropriate box on the left	姓名 Name ❖	就讀 / 入職日期 Date Joined
<input type="checkbox"/> (i) 姊妹現正在聖嘉勒女書院或小學就讀 Sister(s) studying in St. Clare’s Girls’ School or Primary School		
<input type="checkbox"/> (ii) 父/母全職在聖嘉勒女書院或小學或幼稚園工作 Parent(s) teaching or working full time in St. Clare’s Girls’ School or Primary School or Kindergarten		
<input type="checkbox"/> (iii) 父/母或姊妹為聖嘉勒女書院或小學畢業生 Parent(s) or sister(s) being a graduate of St. Clare’s Girls’ School or Primary School		

❖ 請根據身份證明文件填寫中英文姓名。Please refer to the identity document to fill in the names.

聲明 Declaration

本人明白

I understand that

- (i) 申請表及所有已經遞交的文件及資料只作是次入學遴選之用，遴選過後將會銷毀，一概不予發還；  
this application form and all items submitted are for the admission procedures only. Upon completion of the admission procedures, all forms and items submitted will be destroyed and will not be returned.
- (ii) 此申請一經遞交，不能取消；及  
this application cannot be cancelled after submission; and
- (iii) 本人提供的資料如有失實，此學位申請將被視作無效。  
any false information given by me will render the application invalid.

日期： \_\_\_\_\_  
Date

家長 / 監護人簽署： \_\_\_\_\_  
Signature of Parent / Guardian

遞交文件覆核清單 Check List of Documents

**郵寄**遞交申請時，請把呈交文件按下列次序以萬字夾夾好，毋須把文件放進文件夾內。(請在適當的方格內加上 “✓” )  
Application documents should be submitted **by post** and **arranged in the following order**. Please clip the documents at the top left hand corner. **Do not put them into any file or clear folder.** (Please “✓” in the appropriate boxes.)

- 1  已填妥之申請表格  
A fully completed application form
- 2  身份證／出生證明書副本  
A photocopy of the child’s Hong Kong I.D. Card / Birth Certificate  
(非本港出生學生適用 Applicable to students who were not born in Hong Kong)
- 3  學生之旅遊證件 (如護照或往來港澳通行證)、電子簽證 (如《入境簽證/進入許可通知書》或《逗留條件通知書》) 及入境標籤副本  
A photocopy of the travel document (e.g. passport or Exit-Entry Permit for Travelling to and from Hong Kong and Macao), e-Visa (e.g. “Notification Slip for Entry Visa/Permit” or “Notification Slip for Conditions of Stay”) and landing slip
- 4  各年級之成績表副本  
Photocopy of all school report(s)
- 5  學生之天主教領洗紙副本 (如適用)  
A photocopy of the Certificate of Baptism (if any)
- 6  其他補充資料 (如適用，最多**五張**雙面 A4 紙，其他如電腦光碟或文件夾等恕不接受)  
Other documents / information (if any, maximum **FIVE** A4 double-sided sheets; please do not hand in CDs, clear folders etc.)

Remarks (For School office Use Only)

附註 (只供校方填寫)