



True Light Girls' College 真光女書院

S2 / S3 Transfer Student Application Form 中二 / 中三級插班申請表 (2026/2027)

Application No. 申請編號
(For official use only 由校方填寫)

Please read the Guidelines before completing the form 填表時請先參閱填表須知

Level Applied 申請入讀年級 (please ✓the appropriate box 請在適當空格加上✓號)	<input type="checkbox"/> Secondary Two 中二	<input type="checkbox"/> Secondary Three 中三
School Year Applied 申請入讀學年	2026/2027	

1. Applicant's Personal Particulars 申請人資料

Name in English 英文姓名 (as shown on ID card/以身份證所示為準)	(surname 姓)	(given name 名)	Applicant's Recent Photo 申請人近照
Name in Chinese 中文姓名	STRN 學生編號		
Name in Chinese Commercial Code* 中文姓名商用電碼*	HKID Card No. 香港身份證號碼		
Date of Birth 出生日期	/ /	Age 年齡	
E-mail Address 電郵地址	HK Contact Telephone No. 香港聯絡電話		
Home Address 住址			

*The Chinese Commercial Code for your name can be found on your Hong Kong Identity Card. 姓名的中文商業電碼印在香港身份證上

2. Parents/Guardian 家長/監護人資料

	Name in English 英文姓名	Name in Chinese 中文姓名	HK Contact No. 香港聯絡電話
Father 父親			
Mother 母親			
Guardian (if applicable) 監護人 (如適用)			

3. Previous and Current Schools 曾經及現時就讀之學校

Date 日期		Level 年級	Name of School 學校名稱	Medium of Instruction 教學語言
From (mm/yy)	To (mm/yy)			
/	/	P1 – P__		
/	/	-		
/	/	-		
/	/	-		

4. Annual Academic Results and Conduct 全年總成績及操行 (Last 3 academic years 最近三個學年)

School Year 學年 (yyyy/yyyy)	Level 年級	English 英文科	Chinese 中文科	Mathematics 數學科	Position in Class 全班名次	Position in Form 全級名次	Conduct 操行
		(Marks or Grade 積分或等級)			(Position/No. of Students 名次/學生人數)		
					/	/	
					/	/	
					/	/	

5. Major Services, Extra-curricular Activities and Awards 參加之服務、課外活動及獎項**Services 服務 (Last 3 academic years 最近三個學年)**

Year 年份	Name of Organisation 機構名稱	Activities/Certificates/Awards 活動/證書/獎項
S1		
S2		
S3		
S4		

Extra-curricular activities 課外活動 (Last 3 academic years 最近三個學年)

Year 年份	Name of Organisation 機構名稱	Activities/Certificates/Awards 活動/證書/獎項
E1		
E2		
E3		
E4		

Awards 獎項 (Last 3 academic years 最近三個學年)

Year 年份	Name of Organisation 機構名稱	Activities/Certificates/Awards 活動/證書/獎項
A1		
A2		
A3		
A4		

6. Mother/Sister(s) studying/having studied in TLGC[^] 母親/姊妹現/曾就讀本校者資料[^]

Name 姓名	Class or Year of graduation 年級或畢業年份	Name 姓名	Class or Year of graduation 年級或畢業年份

[^] Please provide a copy of Academic Report/Graduation Certificate as proof 請提供成績表或畢業證書副本以茲證明

Signature of Applicant 申請人簽署
(Student) (學生)

Signature of Parent/Guardian 家長或監護人簽署

Date 日期

Guidelines 填表須知

All information should be filled in correctly and clearly. 所有填報的資料必須正確及清晰填寫。

1. Please fill in 'N/A' or 'NIL' for inapplicable items. 如有不適用者，請填上「不適用」或「無」。
2. In '4. Annual Academic Results and Conduct' column, please provide the annual result and the ranking at the end of each academic year. 於「4. 全年總成績及操行」一欄，請填寫全學年的總成績及排名。
3. In '5. Major Services, Extra-curricular Activities and Awards', at most four items should be filled in for each category. Documents submitted should be arranged in the order written. 於「5. 參加之服務、課外活動及獎項」一欄，每類別最多只可填寫四項，所有遞交之文件須依照填寫的次序排列。
4. S2 / S3 transfer students or their parents / guardian must submit the application in person during the school's office hours. 中二/中三級插班申請人或其家長/監護人須於學校辦公時間內親自遞交表格。

Checklist of Documents Required for Application 所需文件核對表

Please check that the following documents are included upon submission of application. 提交申請時，請覆核需要備妥的相關文件。【(1) to (6) should be stapled together in the correct order. (1)至(6)按順序排列釘在一起交回】

- (1) An application letter written by the applicant in English 申請同學撰寫的英文申請信
- (2) A duly completed S2 / S3 Transfer Student Application Form 本校中二/中三級插班申請表
- (3) Photocopies of the applicant's identification documents (such as HKID card, Birth Certificate) 申請人身份證明文件影印本 (如香港身份證、香港出生證明書)
- (4) Photocopies of school reports for the last three academic years (bearing the school name and the student's name) 最近三個學年的成績表影印本 (須印有學校名稱及學生姓名)
- (5) Photocopies of certificates of extra-curricular activities, services and awards obtained for the last three academic years (if any) 最近三個學年課外活動、服務證書及獎狀影印本 (如有)
- (6) Photocopies of recommendation letter (if any) 推薦信影印本 (如有)
- (7) A self-addressed stamped envelope (4"x9") bearing the student's name 貼上足夠郵資及填妥學生姓名及地址之回郵信封一個 (4"x9")

Remarks: Please refer to the Personal Information Collection Statement for the processing of applicants' information.

備註： 有關申請人個人資料之處理，請參閱個人資料收集聲明。