



基督教香港信義會  
元朗信義中學

The Evangelical Lutheran Church of Hong Kong  
Yuen Long Lutheran Secondary School  
新界元朗天水圍天耀邨  
Tin Shui Wai, Tin Yiu Estate, Yuen Long, N.T.

TEL: 852-2448 0622  
FAX: 852-2448 0698  
Email: tswyllss@yahoo.com.hk  
Website : <http://www.yll.edu.hk>

**Application form for Graduation Testimonial / Letter of Certification /  
Copy of Academic Report**  
**畢業證明信 / 學歷證明信申請表 / 成績報告表副本**

**Guidance Notes 申請須知**

1) Office Hours 辦公時間：

Monday to Friday: 9:00 a.m. to 5:00 p.m. 星期一至五：上午 9 時至下午 5 時

Saturday: 9:00 a.m. to 1:00 p.m. 星期六：上午 9 時至下午 1 時

2) You may submit the application form by post or email (tswyllss@yahoo.com.hk) with the copies of identity document. You may also submit the application form to the General Office in person and present your identity document for verification.

申請人可透過郵寄或電郵 (tswyllss@yahoo.com.hk) 遞交申請表，並附上申請人的身份證明文件副本；或親臨校務處遞交申請表，並出示身份證明文件以作核對之用。

3) The normal processing time is about 8 working days. When the document is prepared, the school will contact you by phone.

一般處理程序約 8 個工作天。當文件備妥後，校方會以電話方式聯絡申請人。

4) Please collect the document during the office hours, and provide your identity document for verification.

請申請人於上述辦公時間到校領取文件，並提供身份證明文件核對身份。

5) If you wish to authorize an agent to collect the document on your behalf, please prepare an authorization letter with your signature, copy of your identity document and copy of an authorized agent's identity document.

如需授權代表代領文件，需附上申請人簽名的授權信及身份證明文件副本，以及授權代表的身份證明文件以核對身份。

6) The application fee for each copy is HK\$25. (Cash only)

每份申請的費用為港幣 25 元。(只收取現金)

7) For any enquiries, please feel free to contact us at 2448 0622.

如有任何查詢，請致電 2448 0622。



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I would like to apply for the  Graduation Testimonial /  Letter of Certification /  
 Copy of Academic Report (Required Form(s) and Term(s): \_\_\_\_\_).

本人欲申請  畢業證明信 /  學歷證明信 /  成績報告表副本

(所需年級及學期：\_\_\_\_\_ )。

**Personal Information 個人資料**

Chinese Name 中文姓名	
English Name 英文姓名	
Gender 性別	<input type="checkbox"/> Male 男 <input type="checkbox"/> Female 女
Date of Birth 出生日期	_____ YYYY 年 _____ MM 月 _____ DD 日
HKID Number 香港身份證號碼	
Phone Number 聯絡電話	
Year of Enrollment 入學年份	
Year of Graduation 畢業年份 / Year of Leaving School 離校年份	
Class of Graduation 畢業班別 / Form of Leaving School 離校時級別	

**Collection of Documents 領取文件方法**

<input type="checkbox"/>	Collect in person 親身領取
<input type="checkbox"/>	Collect through an authorized agent 授權代表領取 Name of Authorized Agent 授權代表姓名：_____ HKID Number of Authorized Agent 授權代表香港身份證號碼：_____
<input type="checkbox"/>	By registered mail 以掛號服務收取 Note: This service is only applicable to applicants who submit the applications in person or via an authorized agent and have their identities verified. 註：此服務只適用於親身或授權代表到本校遞交申請。 Additional Fees: HK\$19.60 額外費用：HK\$19.60 Postal Address 郵寄地址：_____ _____



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**Declaration 聲明**

<input type="checkbox"/>	I agree that the school collects and uses my personal information for the purpose of applying for the document. 本人同意學校收集並使用本人個人資料，作申請文件之用途。
<input type="checkbox"/>	I confirm that the personal data provided above are the same as those listed in my document. 本人確認以上所提供的個人資料與本人文件上的資料相同。
<input type="checkbox"/>	I agree to authorize an agent mentioned above to collect the document on my behalf. (If applicable) 本人確認授權上列之委託人領取文件。(如適用)

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

Name of Applicant 申請人姓名：\_\_\_\_\_

Date 日期：\_\_\_\_\_

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**FOR OFFICE USE ONLY**

Payment:  Settled (Date : \_\_\_\_\_)

Posting Date / Collection Date: \_\_\_\_\_

To be completed during collection:

Signature of Candidate / Authorized Agent: \_\_\_\_\_