



To be filled in by the School 此部份由校方填寫		
Ways of submission		Date received
In person	By Post	Ref No.

Carmel Bunnan Tong Memorial Secondary School
迦密唐賓南紀念中學
Application Form for School Report / Testimonial / Recommendation Letter
成績表 / 在學證明書 / 推薦信申請表

I. Student Particular 學生資料

Name in English 英文姓名		Name in Chinese 中文姓名	
Identity Card No. 香港身份證號碼		Date of Birth 出生日期 (dd/mm/yyyy)	
Contact No. 聯絡電話		Email address 電郵地址	
Status 狀況	<input type="checkbox"/> Current student 在學	Class:	Class No:
	<input type="checkbox"/> Graduate 畢業生	Year of graduate / leave 畢業 / 離校年份: _____	
	<input type="checkbox"/> School leaver 中途離校	Class last attended 最後就讀班別: _____	

II. Official Document Requested 所需文件

School Report 成績表	S _____ (Year: _____) to S _____ (Year: _____)
Testimonial 在學證明書	<input type="checkbox"/> A letter to certify a person is / has been a student in this school , <input type="checkbox"/> and with his/her personal qualities, ECA activities and services in school and achievements.
Recommendation Letter 推薦信	Should provide specific purpose details in the box below.
Purpose of Application 用途	<input type="checkbox"/> Further study <input type="checkbox"/> Scholarship application <input type="checkbox"/> Job application Others: _____

Applicant's Signature: _____

Date: _____

[For current student only] Parent's signature: _____

Parent's name: _____ (Father/Mother#) #Delete as appropriate

Notes:

1. This completed application form should be submitted to the General Office in person or by email (mail@cbt.edu.hk).
2. **At least 5 school days** will be needed for processing the application.
3. Fee for documents (\$20 per copy) will be collected by the General Office.
4. For any special request, please contact Life-planning Master/Mistress in person or by email to school.