# KING LING COLLEGE

## Application for Official Documents

- The request form can be retrieved from the school webpage:
  *www.kingling.edu.hk> Other information> For Alumni> Document Request*
  A hardcopy can also be obtained from the school office. The form can be submitted in person or emailed to klc-mail@kingling.edu.hk

- If needed, a proxy can present a copy of the applicant's Hong Kong Identity Card to initiate the process (Fill in Part C of this form).

- Payment: $30 per item per copy. Fees would be applied to **supplemental** report cards and other official documents. All payments can be made in cash to the school office or transferred to Shanghai Commercial Bank (account no: 686-82-00128-3). Please send the original copy of the bank-in-slip to the school.

  For registered mailing service: local: $25, overseas: refer to *Hongkong Post* website:
  *https://www.hongkongpost.hk/en/sending_mail/international/air/registered/index.html*
  The school is not responsible for any loss of personal information via the mailing service.

- Documents will take 15 school days to complete provided that all details are accurate and payment is made. Applicants will receive a phone call from the school office when the document is ready to be collected.

**PART A: Personal Information**

1. Name in English: _____ 中文姓名: _____

2. Gender: M/F 3. Telephone number (mobile): _____ (home): _____

4. Date of admission in KLC: _____ 5. Class first admitted: _____ 6. HKID no.: _____(  )

7. Applicant's Nature (Please ✓) : ☐ Current Student ☐ Alumnus (Year graduated: _____)

8. Current class / Last class attended: _____
   Class teacher of the current class / last class attended: _____

9. Date of application: _____

**PART B: Document(s) Applied**

Put a tick (✓)in the corresponding box and fill in information accordingly.

| | Document Type | No. of copies | Remarks | Fee |
|---|---|---|---|---|
| ☐ | Testimonial | | | N/A |
| ☐ | Recommendation Letter | | | N/A |
| ☐ | Report Card (copy only) | | School Year(s) Applied: _____ | $30 / copy |
| ☐ | SLP (Alumni only) | | | $30 / copy |
| ☐ | Certified True Copy | | | $30 / copy |

**Purpose of application** (Put a tick (✓)in the corresponding box.)

☐ Overseas studies: Please specify _____

☐ Transferring schools: Please specify _____

☐ Local university(ies): Please specify _____

☐ Nomination scheme(s): Please specify _____

☐ Job hunting

☐ Others: Please specify _____

**PART C: Proxy's information**

Full name: _____

HKID card / passport number: _____

Relationship: _____

Signature: _____ Date: _____

MUST show a copy of the applicant's Hong Kong Identity Card.

For office use:

Paid: ☐ Total: $_____ Receipt number: _____

Date: _____ Person in charge: _____ _____

(Signature) (Name in BLOCK letters)

**PART D: Further Information (For Recommendation Letter Only)**

1. Name and address of the school/ college/ organization you are applying to:

   Name: _____

   Address: _____

2. Extra-curricular activities:

| Year | Position held | Club / Organization | Teacher-in-charge |
|---|---|---|---|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

3. Awards:

| Year | Activity | Organizer | Award obtained |
|---|---|---|---|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

4. Outline your responsibilities, experiences, skills learnt or developed from above.

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**Please also attach a copy of your SLP so that it may be used to compose a better Letter of Reference.**

I hereby declare that the above information is genuine.

Signature: _____ Parent's signature (for current students only): _____

Date: _____