



### Application Package Check List 申請程序清單

1. The application package should be returned by mail or in person  
申請表格及其他文件可以郵寄或親身遞交的方式交回
2. Please enclose 請附上：  
Please check (✓) when completed 完成後請填 (✓)。

#### **Required documents 所需文件**

Completed application form 填妥申請表格
Copy of residential address proof 住址證明副本
Copy of Hong Kong Birth Certificate/ HK Permeant Resident ID Card/ Passport with Valid Visa 香港出生證明副本或香港永久居民身份證副本或護照連有效簽證副本
Copy of parents' HK Permeant Resident ID Cards or Passports with Valid Visa 父母之永久居民副本或護照連有效簽證副本
Copy of 2-years previous school records 兩年的學校成績記錄副本
HK\$500 Non-refundable application fee, by cash/ crossed cheque payable to: Hong Kong Adventist Academy (Please write the student's name, contact number and course level at the back of the cheque.) 報名費(不予退還) 港幣\$500 元或抬頭劃線支票：香港復臨學校 (請在支票背後寫上學生姓名、聯絡號碼及報讀年級。)
Baptism Certificate or Membership card issued by an Adventist Church (if applicable) 由基督復臨安息日會發出的受浸證書或教友證 (如適用)
3 self-addressed stamped envelopes (HK\$2 each) 三個回郵信封 (港幣兩元)
2 passport photos 兩張證件相片
SEN-related reports (if applicable) 有關特殊學習需要證明報告 (如適用)
Additional document for applying to Grade 1-5 申請小學部之附加文件: One parent questionnaire 一份家長問卷
Additional documents for applying to Grade 6-12 申請初中及高中部之附加文件: Two (2) recommendation forms/letter: from the principal and a teacher who is able to assess the student's academic ability. They should be mailed/faxed directly to the school from the person filling it out 兩封推薦表格或推薦信: 需由校長及一位能評估該學生學術能力的老師填寫，並由他們親身把文件郵寄及傳真到本校
Copy of student's portfolio such as award certificates, extra –curricular activities certificates, etc. (if applicable) 學生證書：如獲獎證書，課外活動證書等(如適用)
Dormitory application form (if applicable) 宿舍申請表格(如適用)