



## KING LING COLLEGE

### Application for Official Documents

- The request form can be retrieved from the school webpage:  
[www.kingling.edu.hk](http://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](mailto: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](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         |
|--------------------------|-------------------------|---------------|-------------------------------|-------------|
| <input type="checkbox"/> | Testimonial             |               |                               | N/A         |
| <input type="checkbox"/> | Recommendation Letter   |               |                               | N/A         |
| <input type="checkbox"/> | Report Card (copy only) |               | School Year(s) Applied: _____ | \$30 / copy |
| <input type="checkbox"/> | SLP (Alumni only)       |               |                               | \$30 / copy |
| <input type="checkbox"/> | 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.

|                         |                         |
|-------------------------|-------------------------|
| <b>For office use:</b>  |                         |
| 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.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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: \_\_\_\_\_