



ST. LOUIS SCHOOL

Application for Documents

Normal processing time requires upon receipt of application form and payment is 10 working days. Applicant should collect the applied documents at School Office (Mon-Fri: 9:00-4:30, Sat: 9:00-12:00).

A. Personal Particulars

Date of Application:		5-digit Reg. No:	
Name in English:		Name in Chinese:	
Date of Birth:		HKID Card No.:	
Contact Tel. No.:		Email address:	
Year of Admission:	Year P/S	Last / Present Level:	Year S

B. Application Details

Item	Extra No. of copies (HK\$0.5@)	Total (HK\$)
<input type="checkbox"/> Testimonial 推薦信		
<input type="checkbox"/> Certifying letter 在學證明		
<input type="checkbox"/> Transcript (HK\$10) 成績單		
<input type="checkbox"/> Others:		
<input type="checkbox"/> Paid <input type="checkbox"/> Unpaid		Total Amount:

Purpose: _____

Applicant's Signature: _____

Personal Information Collection Statement:

- The personal data provided on this form will be used by the School Office for the purpose of processing this application. All information provided, when no longer required, will be destroyed.
- For correction of or access to the personal data after submission of this form, please contact School Office at 2546 0117.

For Office Use Only

Handled by: _____ Documents prepared on: _____

Contact the applicant by: Phone / mail / email on _____

Documents collected by:

- Applicant The person authorized in the letter attached

Acknowledge received by: _____ Date: _____