



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 or ID Card or Visa 香港出生證明或身份證或護照副本
Copy of parents' ID Cards or passports 父母之身份證或護照副本
Copy of 2-years previous school records 兩年的學校成績記錄副本
HK\$300 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\$300 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
Additional document for applying to Primary Section 申請小學部之附加文件： One parent questionnaire 一份家長問卷
Additional documents for applying to Secondary Section 申請中學部之附加文件： Two (2) recommendation forms/letter: from the principal and a teacher who is able to assess the student's academic ability. There should be mailed 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，並親身把文件郵寄到本校
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)