新界西貢坑口區鄭植之中學
Cheng Chek Chee Secondary School of Sai Kung & Hang Hau District N.T.

2026DEC

插班生申請表 Application for Transfer Students

(本表格適用於本地生及內地生申請之用This form is for local and Mainland students to apply)

申請須知 Information for Applicants

一. 申請資格 1. Eligibility

- 本地或內地中一至中五學生及中六重讀生，學業及品行良好者均可申請。
  Local or mainland students from Secondary 1 to Secondary 5, and Secondary 6 repeaters, with good grades and good behavior, can apply.

二. 索取申請表方法 2. How to Get the Application Form

- 申請表可於由即日起於本校校務處索取，或於本校網頁 www.cccss.edu.hk下載。
  You can get the application form from the General Office starting today, or download it from our school website (www.cccss.edu.hk).

三. 填表須知 3. How to Fill in the Form

- 申請表所有部份必須填寫。You must fill in all parts of the application form.
- 在申請表貼上照片。Please attach your photo to the form.

四. 遞交申請表 4. Application Method

- 可於全年度將申請表及相關文件以郵遞或親身至校務處，並務必附上以下文件：
  You can send the application form and documents by post or bring them to the General Office in person anytime during the school year. Please make sure to include:
  - ■ 學生身份證/身份証明文件副本
    A copy of the student's HKID card or identity document
  - ■ 若屬新來港兒童，則必須附上單程證
    A copy of the One-way Permit (if the student is a new arrival from the mainland)
  - ■ 就讀學校之各年成績表副本
    Copies of school report cards for all past years
  - ■ 推薦信（如有）
    Recommendation letters (if any)
  - ■ 所有附上資料將不會退還。
    Please note: We will not return any submitted documents.
  - ■ 回郵長信封**一個**（貼上$2.4 郵票，並寫上學生姓名及地址）
    One long self-addressed envelope with a $2.4 stamp and the student's name and address
  - ■ 課外活動獎項及證書副本（如有）
    Copies of certificates or awards for extracurricular activities (if any)
  - ■ 其他相關文件（如有）
    Other relevant documents (if any)
  - ■ 香港文憑試成績副本（如有）
    Copies of HKDSE results (if any)

五. 本校處理程序 5. School Application Process

- 本校將會視乎學位情況、學生資料而安排學生進行面試。
  The school will arrange interviews for students based on available places and application details.
- 申請人需進行面試或筆試，而筆試將按申請級別來考核申請人之中、英、數三科能力。
  Applicants need to attend an interview or a written test. The written test will check the applicant's Chinese, English, and Mathematics skills according to their grade level.
- 申請結果將以書面(電郵)回覆。We will send the application result to you by email.

六. 備註：6. Remarks

本校校務處辦公時間為： 星期一至五上午 9 時至下午 5 時 | 星期六上午 9 時至中午 12 時
General Office opening hours: Monday to Friday (9:00 am to 5:00 pm) | Saturday (9:00 am to 12:00 pm)

七. 個人資料收集聲明：9. Personal Information Collection Statement

本校收集個人資料的目的和方式、個人資料的使用、個人資料的保安及查閱等方面，均符合《個人資料（私隱）條例》的規定。本校收集入學申請人的個人資料，只會用作處理有關申請人入學事宜。雖然提供個人資料與否純屬自願，但若申請人所提供的資料不足，本校可能無法充分掌握申請人是否適合入讀本校。申請人有權要求查閱和修訂所提供的資料。如有需要，請與本校聯絡。

We follow the Personal Data (Privacy) Ordinance to collect, use, protect, and check your personal information. We only use the personal information of applicants for school admission purposes. You do not have to provide your personal information, but if you do not provide enough information, we may not be able to assess if the student is suitable for our school. You have the right to check and update your personal information. Please contact our school if needed.