

2025-2026 年度 一年級下學期
插班生入學申請程序

(一) 申請方法： 網上申請

有意申請為插班生的申請人家長可透過本校網頁遞交申請表格。

[請按此連結進行網上申請。](#)

截止日期：2025 年 11 月 8 日

(二) 遞交文件： 遞交申請表時，請預備以下文件的電子檔案：

1. 申請人最近的證件照片
2. 申請人最近兩年的成績表副本
3. 校外比賽/活動的經驗及證明文件/證書 (如有)(不多於 4 張 A4 紙)

上載電子檔案格式要求如下：

	內容	格式(檔案大小不超過 10MB)
i.	證件照片	以 JPG 或 PNG 檔案 檔案名稱：申請人的「中文姓名」 (檔名例子：陳小明)
ii.	最近兩年的成績表 副本	請提交一個 PDF 檔案 檔案名稱：申請人的「中文姓名」+「成績表」 (檔名例子：陳小明成績表)
iii.	校外比賽/活動的經驗及證明文件/證書	請提交一個 PDF 檔案 檔案名稱：申請人的「中文姓名」+「證明文件」 (檔名例子：陳小明證明文件)

(三) 入學試：

1. 校方收到申請表後，會視乎學額數量安排入學試。
2. 獲入學試的申請人會接獲本校電郵通知。如在 2025 年 11 月 21 日(星期五)或之前仍未收到本校發出的電郵通知，即代表未獲安排參加入學試。

(四) 費用：

1. 交申請表時無須遞交任何費用。
2. 被邀到本校參加入學試的學生須遞交報名費用\$40。

(五) 備註：

申請者所有遞交的文件副本只作為是次入學試參考之用，本校會於完成申請後將有關文件全部銷毀，**恕不退回**。

Mid-joiners Admission Procedure

(I) How to apply:

Parents of applicants who are interested in applying for admission can submit the application form online.

[Please click here to apply.](#)

Application deadline: 8-11-2025

(II) Documents to be Submitted:

Please prepare the following e-documents when submitting the application form:

- a. 1 recent passport photo of the applicant.
- b. Copies of school reports from the last two years.
- c. Copies of certificates or documents of experiences and achievements in competitions / activities (should not consist of more than 4 sheets of A4 paper).

The format required for the uploaded files:

	Contents	File Format (The file size should not exceed 10MB)
1.	Recent passport photo	In JPG or PNG format. Name of the file: The applicant's Chinese name e.g.: Chan Siu Ming
2.	Copies of the school reports from the last two years	Save all reports as 1 PDF. Name of the file: The applicant's Chinese name + “school reports” e.g. Chan Siu Ming school reports
3.	Copies of certificates or documents of experiences and achievements in competitions / activities	Save all documents as 1 PDF. Name of the file: The applicant's Chinese name + “documents” e.g. Chan Siu Ming documents

(III) Entrance Examination:

- a. Depending on the availability of vacancies, an entrance examination will be arranged after the application form is received.
- b. Qualified applicants will be notified of the date, time and venue of the examination by e-mail. **If you have not received an email notification from our school by 21-11-2025(Friday), it means you have not been scheduled for an entrance examination.**

(IV) Application Fee:

- a. No fees will be charged for submitting the application form.
- b. Students invited to take the entrance examination are required to pay an application fee of \$40.

(V) Remark:

All submitted documents are used for reference in the application only. The school will destroy all submitted documents after the release of the application result, and the documents **will not be returned.**