

For Office Use Only:

Date:

Application No:



ST. JOHANNES COLLEGE
(CATHOLIC SCHOOL)
天主教聖若望英文書院

Transfer Admission Application Form 2023 – 2024
插班入學申請表格 2023 – 2024

Passport Size
Photo
相片

Grade applying for 申請班級:

School Hours 上課時間: A.M. 上午班 8:30 a.m. – 11:30 a.m. / P.M. 下午班 12:30 p.m. – 3:30 p.m.
Whole Day 全日班 8:30 a.m. – 3:30 p.m.

Pre-Nursery A.M. 上午班 P.M. 下午班

Kindergarten K1 A.M. K1 Whole Day K2 Whole Day K3 Whole Day
上午班 全日班 全日班 全日班

Primary P1 一年級 P2 二年級 P3 三年級 P4 四年級 P5 五年級 P6 六年級

Please complete the form with black/ blue pen and in **BLOCK LETTERS**. 請以黑/ 藍筆並用正楷填寫此表格。

(A) Information of Applicant 申請人資料

Name: _____ (_____) Gender: _____
姓名 Surname Other Name 中文姓名 性別 M 男 / F 女

Birth Date: _____ Age: _____ Birth Certificate/ HKID/ Passport No.: _____
出生日期 Day 日 Month 月 Year 年 年齡 出生證明書號碼

Birth Place: _____ Nationality: _____ Main Language: _____
出生地點 國籍 (Spoken) 主要語言

Home Address 住址: _____

Home Telephone No.: _____ E-mail: _____
住宅電話 電郵 (commonly used 常用)

Last attended School: _____
最近就讀學校名稱

Attended from: _____ Reason for leaving: _____
就讀日期 Month 月 Year 年 至 Month 月 Year 年 離校原因

(B) Information of Parents/ Guardians 家長/ 監護人資料

Father's / Guardian's Name: _____ (_____)
父親/ 監護人姓名 Surname Other Name 中文姓名

Mobile Phone No.: _____ E-mail: _____
手提電話 電郵地址

Working Organization: _____ Position: _____
工作機構 職位

Mother's / Guardian's Name: _____ (_____)
母親/ 監護人姓名 Surname Other Name 中文姓名

Mobile Phone No.: _____ E-mail: _____
手提電話 電郵地址

Working Organization: _____ Position: _____
工作機構 職位

(C) Relatives attending / have attended St. Johannes College 現/ 曾就讀本校的兄弟姊妹

	Name 姓名	Academic Year 學年	Class 班	Relationship 關係
1	_____	_____	_____	_____
2	_____	_____	_____	_____

(D) Reference 推薦人

Name 姓名

Relationship 關係

Name of Parent/ Guardian
家長/ 監護人姓名

Signature of Parent/ Guardian
簽署

Date
日期

Personal data in this form will be utilized for admission applications. After completing the application procedure, all information provided will be discarded after 6 months. In accordance with the Personal Data (Privacy) Ordinance, applicants have the right to access, correct and update their own personal data within 6 months. Please approach the school for any enquiries. 此表格所提供的個人資料會用作入學申請之用。申請程序完成後，所有提供資料將於 6 個月後被銷毀。根據個人資料(私隱)條例規定，申請人有權於 6 個月內要求查閱、更正及更新其個人相關資料。如有查詢，請與本校聯絡。



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Transfer Admission Process Guidelines for 2023 – 2024 Academic Year

We strongly encourage you to read the entirety of this guidelines to fully understand the details, dates and procedures required for processing an admission application.

Step 1 - Application

1. **Application Form:** Please call School Office for the availability of the school place. Download from our school website <https://st-johannes.edu.hk/>

2. Application Procedure

a. Please submit the **COMPLETED** application form by **HAND/ POST** together with the following requisite documents:

- A valid copy of the applicant's identity documents (i.e. birth certificate and/or passport etc.);
- If the applicant is a non-permanent resident/ does NOT possess the right of abode in Hong Kong, it is imperative that you should submit a copy of the applicant's valid travel document displaying the latest visa/ entry permit to study in the HKSAR issued by the Hong Kong Immigration Department;
- A passport photo taken within the recent 6 months;
- Two \$6 A5 size return envelopes; and
- Application and interview fee (as listed below) paid by cheque made payable to **St. Johannes College**. The application fee includes the interview fee and it is non-refundable and non-transferable whether the application is successful or not.

Kindergarten and Pre-Nursery – HK\$40; Primary – HK\$100.

b. Return the application form to the school's address:

Kindergarten and Pre-Nursery – 109 Waterloo Road, Kowloon Tong, Kowloon

Primary – 143 Waterloo Road, Kowloon Tong, Kowloon

c. SJC will email all the necessary information (e.g. Application ID and the following instructions for application) by the email address you have provided within 2-3 weeks after we have received your application.

Step 2 – Interview

1. Admission Criteria

- a. Interview performance.
- b. Applicant(s) with siblings who is studying in SJC currently will be given priority consideration, however, they will also be subjected to the minimum passing requirement of the interview performance.

2. Interview Arrangements

- a. The school will arrange interviews for all applicants; The Interview date, time and other necessary details will be notified by e-mail.
- b. If you do not receive any email notification **by the middle of September**, please contact our school office at your earliest convenience.

3. Announcement of Admission Results

- a. Application result will be sent by e-mail within 2-3 weeks after the interview. If you do not receive any notification email by 3 weeks after the interview, please feel free to contact our school offices from 9:00 a.m. - 4:30 p.m. (Monday – Friday) and 9:00 a.m. - 12:45 p.m. (Saturdays).
- b. Further notification regarding the placement acceptance at SJC will be sent by email.

For further enquiries, please feel free to call 2336-2933 or email to pri@st-johannes.edu.hk for Primary and call 2336-2926 or email to kg@st-johannes.edu.hk for Kindergarten and Pre-Nursery.