

Checklist for submitting “Application Form for admission to Primary One” by post or using drop-box provided by the school (if applicable)

For parents who are unable to apply in person or authorise a representative may arrange to submit the application form with the photocopies of supporting documents by post between 21 and 25 September 2020 (the postmark date should not be later than the prescribed deadline). Parents should visit the school’s website or contact the school direct for details on submitting application form in advance. Besides, to avoid gathering of people, schools may arrange parents to put the original copy of the application form and the photocopies of the supporting documents in the drop-box provided by the school to shorten parents’ waiting time. Under this circumstance, parents should note the corresponding arrangements on submitting original copies of the documents to schools for verification and signing a declaration form.

Parents submitting the application form via the above means should sign a declaration form (which will be available for download from the EDB homepage) to declare that the supporting documents provided are true copies and will submit the original copies of the supporting documents to the school on or before 2 November 2020 for verification. Otherwise, the application will be rendered null and void. The school will arrange parents to submit the original copies of the supporting documents to the school for verification on or before 2 November 2020. After verifying the corresponding documents, the school will return the copy of the application form with the school chop to parents for record.

Please take note to the following list of documents before submitting the applications by post or using the drop-box provided by the school (if applicable):

1. Duly completed printed version of “Application Form for admission to Primary One” (3-ply) or downloaded version of “Application Form for admission to Primary One” (Original);
2. Photocopy of the parent / guardian’s ID card, passport or other identification documents;
3. Photocopy of the Hong Kong birth certificate of the applicant child;
(Note:
 - (i) If the ‘Status of permanent resident of the Hong Kong Special Administrative Region’ in the last column of the Birth certificate is ‘Not Established’, the photocopy of his/her travel document(s) or Permit to Remain in Hong Kong are required;
 - (ii) In the absence of a Hong Kong Birth Certificate, the parent / guardian should submit the photocopy of applicant child’s Birth Certificate (non-local) and document(s) permitting him/her to stay in Hong Kong);
4. Photocopy of the proof of residential address. For details of the required address proof, please refer to Item 4 (vii) of Part 3 of “Notes on how to complete the ‘Application Form for admission to Primary One’”;
5. Photocopy of the documents required for item A or item B of Part C of the application form (if applicable). For details, please refer to items 4(iii) to (vi) of Part 3 of “Notes on how to complete the ‘Application Form for admission to Primary One’”;
6. Duly completed Parent’s Declaration Form; and
7. Other documents (if applicable) required by the applied school, please contact the school for details.

If you submit the applications by post, please affix enough stamps and include a return address to avoid deliver failure due to insufficient stamp. Please visit the websites or contact the enquiry hotlines of the corresponding organizations to find out the latest arrangement of the postal service and the time required before submitting applications, so that the applications could reach the school by the deadline.

If schools arrange parents to use the drop-box provided by the schools for submitting applications, parents should put each application in a separate envelope and staple all documents together to facilitate schools in processing.

If necessary, please make copies of the ‘Application Form for admission to Primary One’ and the submitted documents for record.