

Common Examples of Supporting Documents

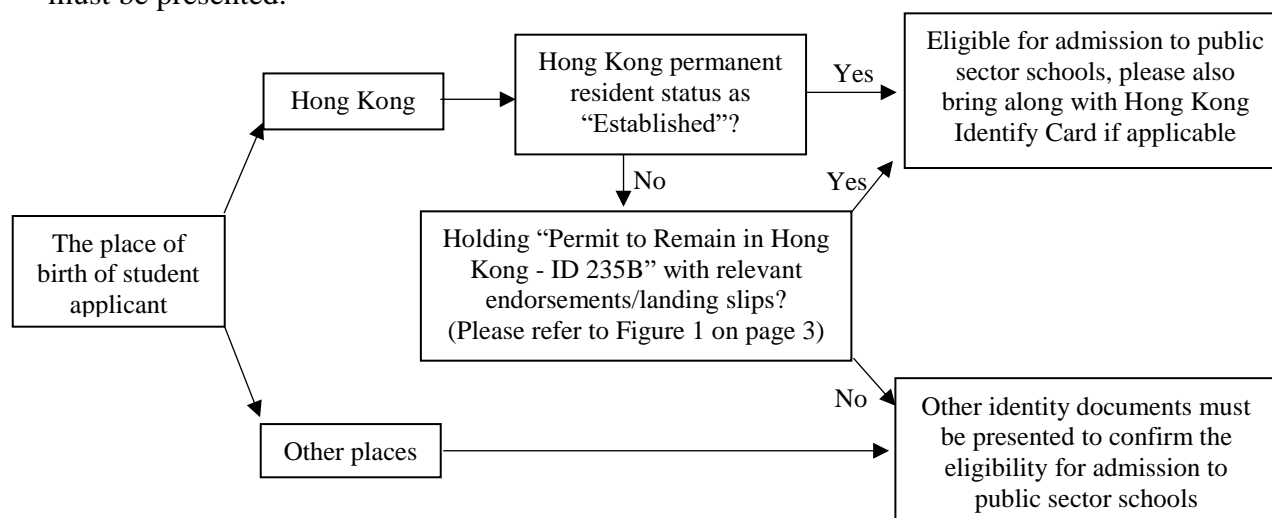
(A) Identification Documents of Student Applicant

Depending on the circumstances of each applicant, in addition to identity documents, relevant endorsements or landing slips may need to be presented when applying to confirm the student applicant's eligibility for admission to public sector schools. **Therefore, please ensure that all identity documents and relevant endorsements/landing slips (if applicable) for the applicants are brought along whenever possible.** Failure to verify eligibility for admission to public sector schools may result in the application not being processed further. You may refer to Education Bureau Circular (EDBC) No. 18/2024 titled "Entry of Non-local Children and Children Holding a Form of Recognizance to Schools in Hong Kong".

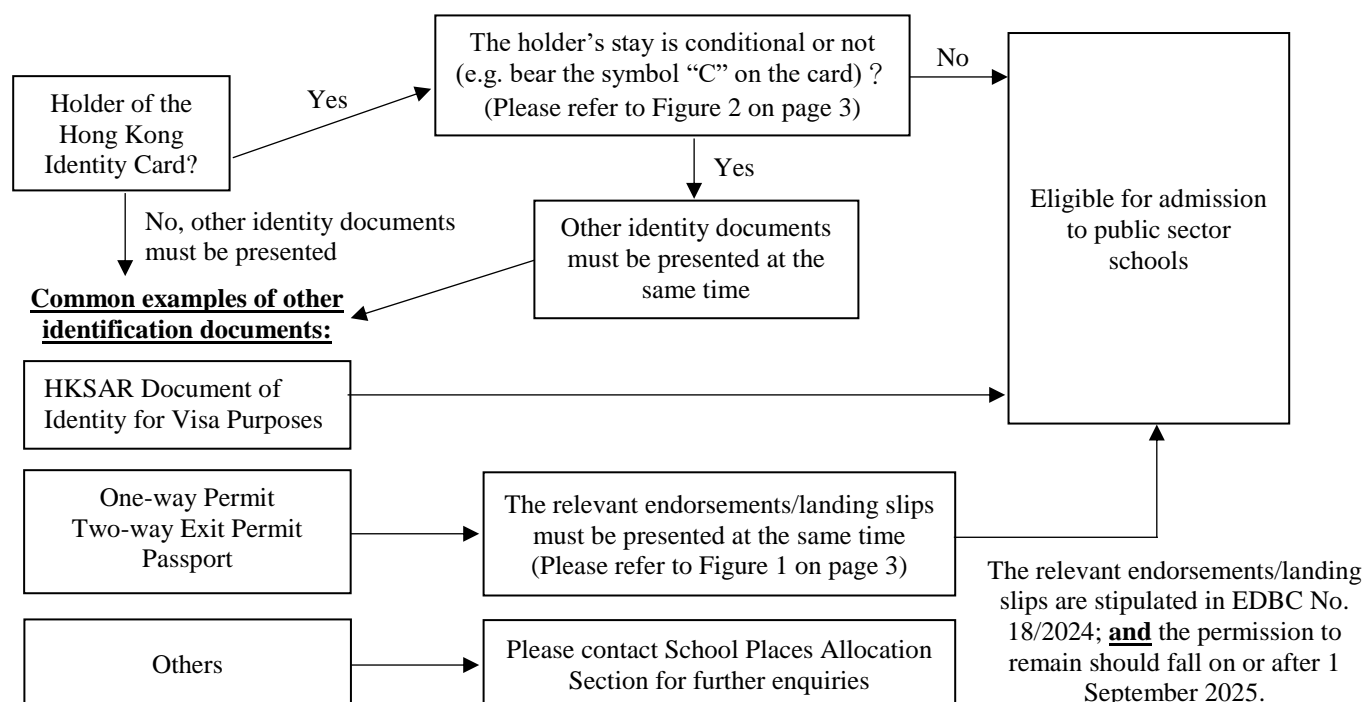


1. Birth Certificate

Regardless of the student applicant's place of birth, the **original and photocopy** of the birth certificate must be presented.



2. Other Identification Documents



The above only lists some common examples. After reviewing the student applicant's identity documents, the Education Bureau may request additional supporting documents related to the student applicant.

(B) Academic Certificate with the Highest Level (e.g. Primary 6) of Primary Education Attained/ being Attained Shown

1. Student handbook[#], with the page containing student's personal particulars duly completed with the student's photo (if applicable) and authorised with the school stamp
2. Report card/ academic transcript with the school stamp (excluding documents issued by schools via messaging groups or online platforms)
3. Graduation certificate/ leaving certificate for primary education
4. Record of attendance issued by the primary school (e.g. letter authorised by the school with the school stamp, school fee receipt, etc.)
5. Record card/ Student information card with the highest level of primary education attained or being attained shown with the school stamp

[[#]For the photocopy, parents are only required to make photocopies of the cover page and the duly-completed page containing student's particulars.]

Note: For documents #1, #2, #4 and #5, the **highest level of primary education** (e.g. Primary 6) being attached/ attained **must be shown**.

Documents NOT accepted include:

- Photos of the above documents on mobile devices
- Certificates or records of school activities or extra-curricular activities
- Assignments, e.g. homework, test papers, or exam papers
- Photos of the applicant in school uniform attending schools lessons or extra-curricular activities

(C) HK Address Proof

- Stamped tenancy agreement
- Demand note for rates and/or government rent
- Tenancy agreement/ tenant's rent card issued by the public housing authorities
- Residential telephone bills/home broadband bill
- The bills from various utility companies, like Towngas, power companies, Water Supplies Department, etc.

Documents NOT accepted include:


- Bank statement
- Mobile phone bills
- Court summons
- Tax demand notes

Note: If the parent is not the holder of the address proof, the following additional documents should be submitted:

- The photocopy of the identity document of the holder of the address proof; and
- The true copy of the "Authorisation Letter for Use of Address for School Place Application" signed by the holder of the address proof (please see page 4 for the sample of the authorisation letter)

中華人民共和國香港特別行政區政府入境事務處
Immigration Department
The Government of the Hong Kong Special Administrative Region of the People's Republic of China

入境簽證 / 進入許可通知書
Notification Slip for Entry Visa / Permit

姓名 Name	申簽證 SAN, CHIM ZING	
出生日期 (日-月-年) Date of birth (day-month-year)	14-12-1980	

輸入內地人才計劃
持證人可在 28-07-2022 或以前
多次進入香港
僱傭工作 12 個月
Admission Scheme for Mainland Talents and Professionals
Good for Multiple journeys to Hong Kong
valid for presentation on or before 28-07-2022
EMPLOYMENT 12 months
為以下僱主工作
For employment with
ABC COMPANY

未入境事務處處長批准，不得轉換工作。
Change of employment without approval of the Director of Immigration is not permitted.
本進入許可必須與具有相關赴港簽注的往返來港澳通行證一併於辦理入境手續時出示，方為有效。
This entry permit is valid only if it is presented together with a valid Exit-entry Permit for Traveling to and from Hong Kong and Macau with relevant exit endorsement issued by the Director of this entry permit upon immigration arrival clearance.

重要事項 Important notes

- (1) 本通知書由中華人民共和國香港特別行政區政府入境事務處發出，當中所載的資料可在入境事務處網站 (www.immd.gov.hk) 或入境事務處流動應用程式核實。
This notification slip is issued by the Immigration Department, the Government of the Hong Kong Special Administrative Region of the People's Republic of China. The information contained herein can be verified on the website of the Immigration Department (www.immd.gov.hk) or the Immigration Department Mobile Application.
- (2) 本通知書不是身分證文件。
This notification slip is not a proof of identity.
- (3) 通知書持有人應把本通知書的軟複本儲存在流動裝置上，或把本通知書列印在一張 A4 白紙上，以便在有需要時出示以供查閱。
This notification slip should be saved in soft copy on a mobile device or printed on a piece of A4 white paper for production for inspection as necessary.
- (4) 本通知書載有個人資料，必須妥為保管。
This notification slip contains personal data and must be kept in safe custody.

(12/2021) 經已繳費 Fee Paid HK\$230.00 28-12-2021

Figure 1 Endorsements/landing slips in form of “e-Visa”

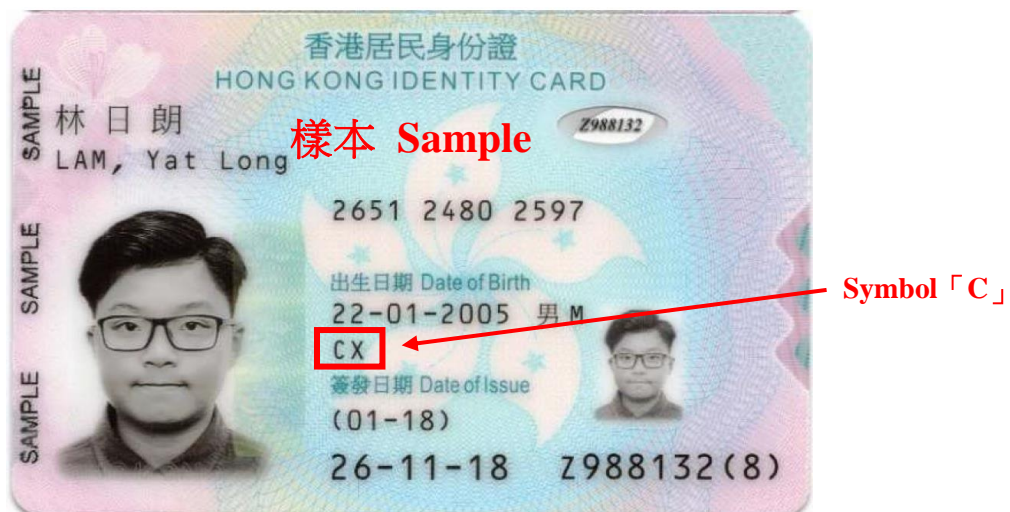


Figure 2 Hong Kong Identity Card bearing Symbol 「C」

使用地址用作學位申請授權書
Authorisation Letter for Use of Address for School Place Application

本人_____（身份證明文件號碼：_____）是申請學生的
的_____（關係），就在申請表上填寫的地址作以下聲明：

『上述申請學生已於／將於#_____年_____月_____日與本人同住在

_____（地址）。本人並授權在上述
申請學生的資助中一學位申請中使用有關地址，並提供本人的身份證明文件副本以作查核之用。』

In respect of the address being filled in the application form for the student applicant
_____, I _____
(Identity document no.: _____), as the _____ (relationship) of the
student applicant, would like to make the following declaration:

“The above student applicant has been / will# live with me at

_____ (address) starting from

_____ D _____ M _____ Y. I also authorise the use of the above address for the application
for subsidised S1 school place for the above student applicant, and provide the photocopy of my identity
document for inspection.”

姓名 Name : _____

簽署 Signature : _____

日期 Date : _____

請刪去不適用者 # Delete as appropriate