

# 英皇書院

香港般咸道六十三號A  
電話：二五四七 〇三一〇  
傳真號碼：二五四〇 六九〇八



# KING'S COLLEGE

63A, BONHAM ROAD  
HONG KONG  
TEL : 2547 0310  
FAX : 2540 6908

## 英皇書院

### 二零二三至二零二四年度下學期 插班生(中一至中四)申請程序須知

1. 申請資格：申請者之學業成績必須優異（其中必須包括中國語文、英國語文和數學三科）、品德操行達乙+等(B+)或以上、兼有其他成就才能等。往年之課外活動紀錄和表現等資料皆可作為校方參考之用。
2. 插班生申請者可於申請期間把申請表格和有關等文件之複印本親身遞交本校校務處或郵寄至本校（信封封面請註明「二零二三至二零二四年度中一、中二、中三或中四插班生申請書」）。倘有上學期統一測驗成績表，請於十一月三十日（星期四）下午四時三十分或之前將其複印本親身遞交或郵寄至本校。
3. 插班生申請截止日期及時間：十一月三十日（星期四）下午四時三十分。倘以郵遞方式遞交申請表，則以郵戳日期為準。所有逾期遞交之申請表，一概不受理。
4. 本校收集所有申請表後，會根據本校中一至中四剩餘學額及收生標準進行篩選，並於十二月七日（星期四）**以電話及電郵通知符合申請資格者前來應試，未被選取者則只以電郵通知**。應試日期暫定為十二月十五日（星期五）。應試和錄取名額視乎本校之學位名額而定。
5. 筆試包括考核中國語文、英國語文和數學三科。
6. 本校將於翌年一月八日（星期一）通知表現優異者到校辦理註冊入學手續。未能如期前來辦理註冊入學手續者，一律當自動放棄論。
7. 請所有插班生申請者務必附上個人資料和聯絡方法，以便通知合適申請者前來本校進行筆試或辦理有關註冊入學手續。
8. 申請人遞交申請表時，必須連同成績表複印本、香港身份證及/或其他有關出生證明文件複印本（請於以上文件複印本戳 / 寫上「複本」字樣），連同「插班生學位申請表」一併交回。倘申請者為非本港出生人士，須呈交有效居港證明、單程證入境證明、入學證明、出生證明等文件之複印本。應試日必須出示以上證明文件正本以便核實有關資料。
9. 申請者所提供的資訊只用作辦理申請學位的用途，本校可能把這些資料披露予教育局，用以處理學位分配或其他有關教育的事宜。收生程序完成後，申請者的資料將於一年內銷毀。申請者有責任向本校提供準確及最新的資料，表格內的資料如有變更，申請者須盡快與本校聯絡。根據〈個人資料(私隱)條例〉第 486 章第 18 條和 22 條，申請人有權查閱和修正他們的個人資料。如需查閱或修正已提交的個人資料，請電郵 [kings@edb.gov.hk](mailto:kings@edb.gov.hk) 通知本校。

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## 英皇書院

### 二零二三至二零二四年度下學期 插班生(中一至中四)申請程序須知

序號	重要日子	申請程序	備註
1.	1-11-2023 (星期三)	接受中一至中四插班生申請	可瀏覽本校之網頁 ( <a href="https://www.kings.edu.hk">https://www.kings.edu.hk</a> ) 下載有關招收插班生通告和申請表格，或親臨本校校務處索取申請表。
2.	30-11-2023 (星期四) 下午四時三十分	插班生申請截止日期	所有逾期遞交之申請表，一概不受理。申請者可親自遞交或郵遞(倘若以郵遞方式遞交申請表，則以郵戳為準。)
3.	7-12-2023 (星期四) 或之前	以電話通知符合申請資格者前來應試	申請者必須提供能夠聯繫得上的香港聯絡電話。未接獲電話通知者，當落選論。惟注意即使接到應試通知，並不代表已被錄取。
4.	15-12-2023 (星期五) (暫定)	進行筆試	筆試包括考核中文、英文和數學科。
5.	8-1-2024 (星期一) 或之前	通知被錄取之申請者前來本校辦理註冊手續	上午本校會以電話通知被錄取之申請者前來辦理註冊手續；當天沒有辦理註冊手續者，當自動放棄論。插班生申請者在未完成被錄取註冊手續前，不宜放棄原校就讀之學籍，以免喪失原有學籍。

二零二三年十月三十日

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### **Guidance Notes on Application for 2023-2024 (2<sup>nd</sup> Term)**

#### **Transfer Student (S.1-S.4) Admission**

1. Requirements: Applicants must possess outstanding academic performance (including Chinese Language, English Language and Mathematics), with the conduct of B+ or above, and have other achievements or talents. The performances of extra-curricular activities in previous years will also be considered.
2. Applicants must submit the application form and photocopies of the required supporting documents in person or by post to King's College (Please indicate "Application for 2023-2024 Transfer Students (Secondary 1/2/3/4) Admission" on the envelope). Please submit the First Term Test Report Card of current year, if there is any, in person or by post to the School on or before 4:30 p.m. of 30<sup>th</sup> Nov 2023 (Thursday).
3. Deadline of application : 30<sup>th</sup> Nov 2023 (Thursday) 4:30 p.m. Late submissions will not be accepted. If the application is submitted by post, the postmark date will be regarded as the date of receipt of the application.
4. Applications will be screened according to the number of unfilled places in S.1/S.2/S.3/S.4 and the admission criteria. Eligible applicants will be informed by phone and email on or before 7<sup>th</sup> Dec (Thursday) to attend the screening test. The unselected applicants will be notified by email only. Written tests will be conducted on 15<sup>th</sup> Dec (Friday).
5. The screening test will include written tests of Chinese Language, English Language and Mathematics.
6. Successful applicants will be informed by phone and email on 8<sup>th</sup> Jan 2024 (Monday) and are required to complete the registration procedure in person. Those who fail to complete the registration procedure will be assumed to have forfeited the offer.
7. Please provide personal and contact information (including residential address and contact telephone number of parents/guardian) on the application form so that the screening test or registration can be processed in a timely manner. Unreachable applicants will be assumed to have forfeited the application.
8. Photocopies of the Report Cards, Hong Kong Identity Card and/or Birth Certificate (Please write or print the wording "Copy" on the abovementioned hardcopies) must be submitted along with the application form. If applicants were not born in Hong Kong, photocopies of valid Residence Permit, One-way Permit, School Attendance Certificate or Birth Certificate must be submitted. The abovementioned original copies must be shown at the screening test for verification.
9. The personal data provided in this application will only be used for the admission process this year. The data may be disclosed to the Education Bureau for transfer application and other education-related purposes. After the release of results, the data will be destroyed within a year. The applicant is responsible for providing correct and up-to-date information to the School. In case there are changes in the information in the application forms, the applicant must contact the School as soon as possible. The applicant has the right under Section 18 and 22 of the Personal Data (Privacy) Ordinance (Cap 486) to request access to and correction of personal data. For access to and correction of personal data submitted, please contact the School through email at [kings@edb.gov.hk](mailto:kings@edb.gov.hk).

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## Guidance Notes on Application for 2023-2024 (2<sup>nd</sup> Term)

### Transfer Student (S.1-S.4) Admission

No.	Important Dates	Application Process	Remarks
1.	1-11-2023 (Wednesday)	Accept application for Transfer Students (S.1/S.2/S.3/S.4) Admission	The guidelines and application form for the Admission of Transfer Student could be either downloaded from the school website ( <a href="https://www.kings.edu.hk">https://www.kings.edu.hk</a> ) or collected from the School's General Office.
2.	30-11-2023 (Thursday) 4:30 p.m.	Deadline of Application for Transfer Student Admission	<b>Late submissions will not be accepted.</b> Applicants could either submit the application forms and photocopies of the required supporting documents in person or by post to King's College (If the application is submitted by post, the postmark date will be regarded as the date of receipt of the application).
3.	On or before 7-12-2023 (Thursday)	Eligible applicants will be informed by phone to attend the written test.	The applicant must provide a valid Hong Kong telephone number. Unreachable applicants will be assumed to have forfeited the application. Applicants should assume their applications as unsuccessful if they do not receive a phone call. <b>Please be reminded that receiving the written test notification does not imply that the applicant will be admitted.</b>
4.	15-12-2023 (Friday) (tentative)	Written Test	The written test includes Chinese Language, English Language and Mathematics.
5.	On or before 8-1-2024 (Monday)	Successful applicants will be informed for registration.	Successful applicants will be contacted by phone in the morning and are required to complete the registration procedure at School's General Office on the same day. If applicants fail to register as scheduled, they will be assumed to have forfeited the offer. <b>Applicants are reminded not to give up their places at the original school before the completion of registration.</b>