



The HKCCCU Logos Academy 香港華人基督教聯會真道書院

Application for Academic Documents 學術文件申請

Types of Academic Documents 學術文件種類

1. Certifying Letter 在學證明

(FS1 - MS4 students may apply)

To certify a student's current status in the Academy with personal particulars, date of admission, and medium of instruction (if required).

確認申請人在真道書院的學生身份，包括個人資料、入學日期和教學語言（如需要）。

2. Reference Letter 推薦信

(FS1 - MS4 students may apply)

To provide insight into the applicant's abilities, achievements, and personal qualities.

推薦信旨在說明申請人的能力、成就及個人品質。

3. Certified True Copy of Report Card 由學校發出的成績表副本

(FS1 - MS4 students may apply)

To provide an authentic copy of a report card when specifically required by other educational institutions.

成績單核證副本，乃應其他教育機構之特定要求而發出，旨在提供一份經核證與正本無異之成績單複本，以茲證明。

4. HKDSE Predicted Grades 香港中學文憑試預測成績

(ONLY MS4 DSE students may apply)

To help overseas tertiary education institutes understand an applicant's academic potential.

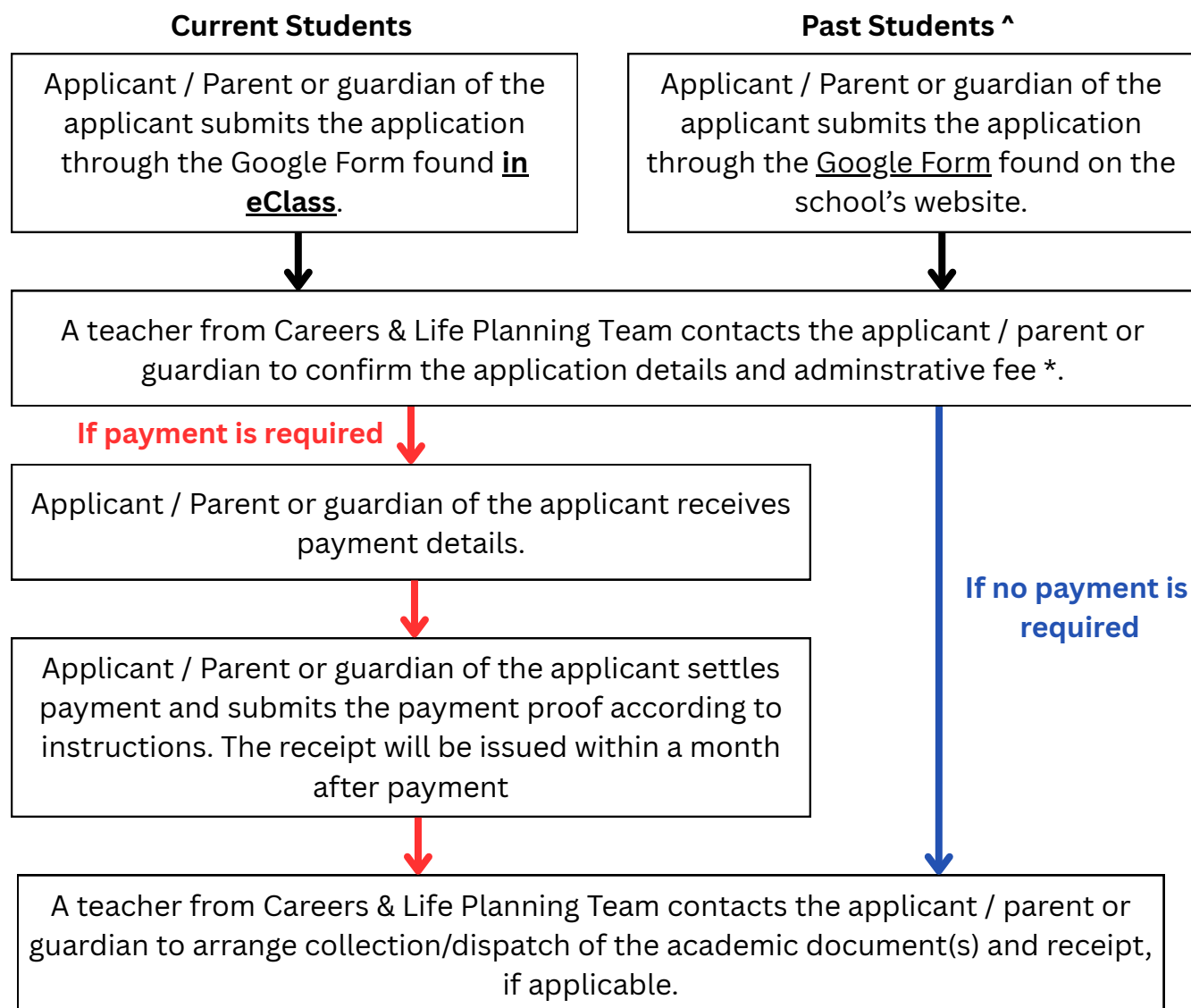
旨在協助海外高等教育機構理解申請者的潛在學術能力。

Contact 聯絡

☎: 2337 2123

✉: careers@logosacademy.edu.hk

Application procedures 申請程序
Please refer to the next page
請參閱下一頁



Notes:

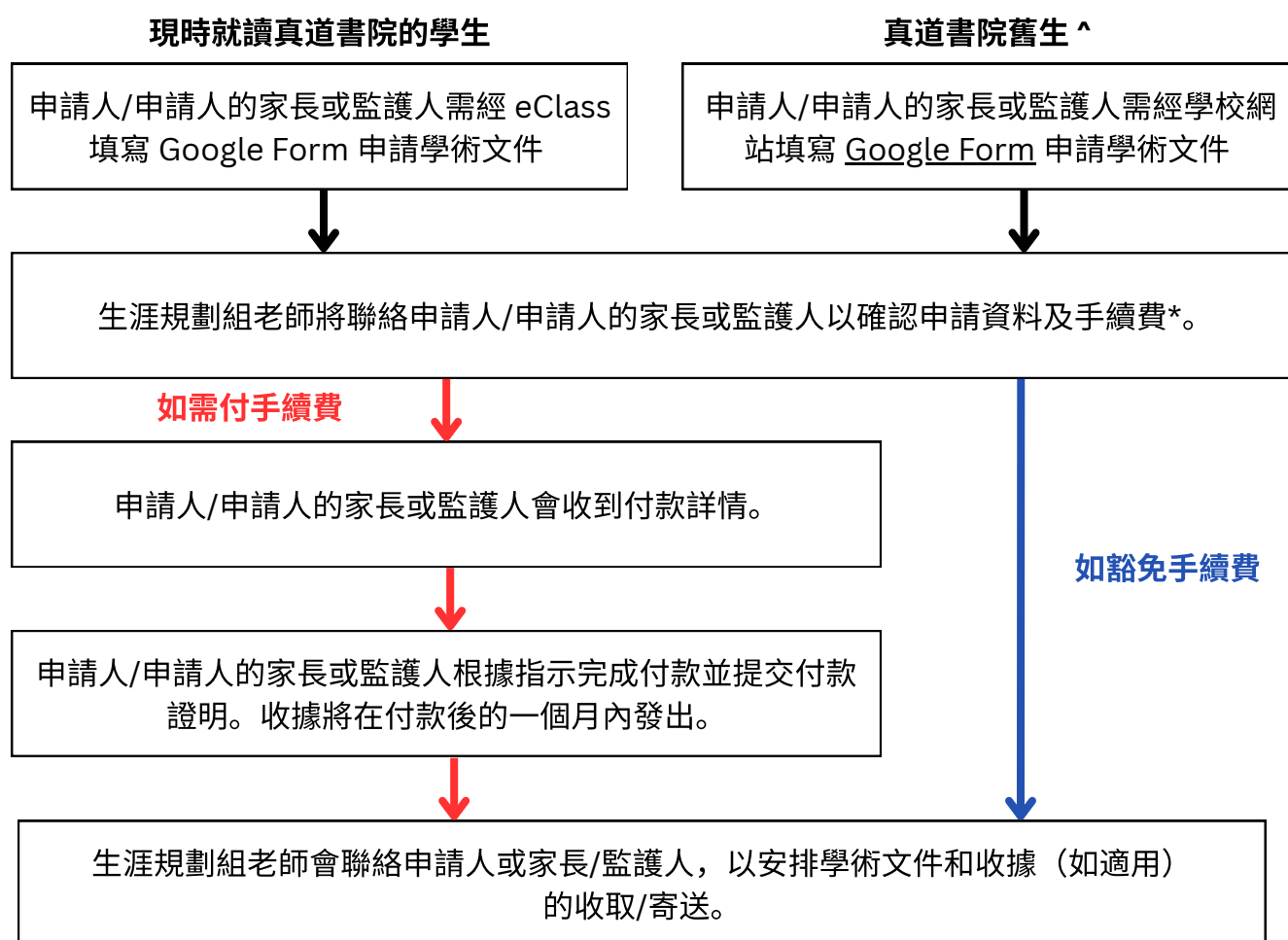
^ Past students refer to those who have left Logos Academy, with **their official last attendance date being the determining factor**. MS4 students are classified as past students after August 31 of their graduating year.

* Please refer to the table below for the administrative fee information:

Applicant	Free-of-charge copies	Administrative fee
FS1 - MS3	The first copy of <u>any of the items</u> in each academic year	HK\$35 for each (additional) copy
MS4	The first <u>THREE</u> copies of any of the items	
Past students	N/A	

Please allow a processing time of at least **15 school days** or **20 working days** during **the summer holiday** for each application upon receipt.

申請程序



備注：

^ 「舊生」是指已經離開真道學院的學生，以其**官方最後上課天**為準。MS4 學生在畢業年份的 8 月 31 日之後將被歸類為「舊生」。

* 手續費：

申請人	免手續費的學術文件	手續費
FS1-MS3 學生	任何學術文件（ 首份 ）	每份（額外）文件 HK\$35
MS4 學生	任何學術文件（ 首三份 ）	
舊生	不適用	

處理文件時間約為 15個學校工作日。適逢暑假期間（7月至8月），因申請量較大，處理時間約為 20個學校工作日。請您據此預留充足時間。