

槟城韩江中学 HAN CHIANG HIGH SCHOOL
在籍证明信申请表 Student Status Letter Request Form

申请须知 Application Notes:

- 学籍证明信只供在籍生申请，以证明在校学籍身份。Status letters are only be requested by current students to provide proof of current enrolment. 离校生则申请离校证。Students who have left the school should apply for Leaving Certificate.
- 申请将于每星期五处理（公共假期和学校假期例外），申请者可在下个星期一领取。Your request will be processed on every Friday (except for school and public holidays), and is available to collect on the following Monday.

费用 Cost: 免。Not Applicable.

申请步骤 Application Procedure:

- 在校或网上申请 Application by walk-in (submitting application in person)
 1. 到教务处领取并填写表格。Collect and complete the form at Studies Department.
 2. 到财务部缴交费用。Make payment at the cashier counter at Finance Department.
 3. 财务部将在表格上盖章，并提供收据。The cashier will stamp the form and issue you a receipt.
 4. 将盖章的申请表和收据呈交给教务处。Submit the stamped application form and receipt to Studies Department.

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学生姓名: (中) _____

出生日期 DOB: _____
(DD/MM/YY)

Student's Name: (E) _____

学号 School No: _____

入学日期 Date of Enrollement: _____
(MM/YY)

班级 Class: _____

文件语言 Language of Documents: 华文 Chinese 英文 English

申请原因 Reason of Application: _____

我谨在此声明，此表格里所填写的一切信息均属实。

I certify that all information given is true and accurate to the best of my knowledge.

申请者姓名
Name of Applicant

申请者签名
Signature of Applicant

日期
Date