

槟城韩江中学 HAN CHIANG HIGH SCHOOL
学年成绩报告表申请 REPRINT OF ACADEMIC RESULTS

申请须知 Application Notes:

- 只接受全年成绩报告表申请，中途退学或未修满一年者将无法申请。Only applications for the annual academic results are accepted. Students who drop out of school or have not completed one year will not be able to apply.
- 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: 每份 RM20.00 per copy.

申请步骤 Application Procedure:

- 在校申请 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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学年成绩报告表申请 REPRINT OF ACADEMIC RESULTS

学生姓名: (中) _____

出生日期 DOB: _____
(DD/MM/YY)

Student's Name: (E) _____

学号 School No: _____

申请成绩单资料 REPRINT REQUEST DETAILS

序 No	年份 Year	班级 Class
1		
2		
3		

财务部 FINANCE DEPARTMENT

收银员 Cashier: _____

日期 Date: _____

申请者姓名
Name of Applicant

申请者签名
Signature of Applicant

日期
Date