



# JU CHING CHU SECONDARY SCHOOL (TUEN MUN)

## Procedures for Applying for Transfer to All Levels

1. Please submit the completed application form and relevant documents in person during office hours. The copies of documents include **identification document**, **academic report of the most recent year**, **recommendation letter** (if any), **proof of awards** (internal or external) or other **skill certificates** (if any), etc. When submitting the form, please bring the original documents for verification by the school.

**Note:** If the applicant is a newly arrived child from the Mainland, please submit the date of first entry to Hong Kong and the proof.

2. The school will arrange an **interview** and a **transfer test** within **three working days** after submission of the application form.

Notes:

- If the conduct does not meet the school's requirements, no interview will be arranged.

- If the applicant does not receive any notification for **interview**, **transfer test**, or any other notice, it will be regarded as **not being admitted**.

3. Applicants must bring their own stationery for the **transfer test** (Chinese, English, and Mathematics).
4. If both the **interview** and **transfer test** do not meet the school's standards, the applicant will not be admitted.

### **To obtain the application form:**

- (1) Obtain in person from the school office.
- (2) Download from the school website: [www.jcctm.edu.hk](http://www.jcctm.edu.hk)

### **Office hours:**

Monday to Friday (9:00 a.m. to 5:00 p.m.),