光華獨立中學 **Kwang Hua Private High School** (20261123 修订)

2027 年插班申请与面谈记录表

2027 Transfer Student Application and Interview Record Form

A.	申请资格 Eligibility Criteria	1. 独中肄业或国中(初一、初二)肄业，全年学业成绩总平均须达 60 分、操行 A 等者。 Applicants from Independent High Schools or Government Secondary Schools (Form 1 or Form 2) must have an overall annual academic average of at least 60% and a conduct grade of A.
		2. 资料不齐全者，一概不处理。 Incomplete applications will not be processed.
B.	呈交文件 Required Documents	1. 原校历年成绩单验证本。 Certified copies of academic transcripts from the former school (all years).
		2. 身份证副本。 Copy of Identity Card (IC).
		3. 人头照(大小: 35mm × 50mm): 面试需要。 Passport-sized photo (35mm × 50mm); required for interview.

C.	填写学生基本资料 Fill in Student's Information			
入学情况 Admission Status	☐转自独中 Transferred from Independent High School ☐转自国中 Transferred from Government Secondary School ☐其他 Others：			
原校名称 Name of Former School			年级 Level	
转校原因 Reason for Transfer				
中文姓名 (Chinese) Name		英文姓名 (English) Name		
出生日期 Date of Birth	年 月 日 Year Month Day	性别 Gender	☐男 Male ☐女 Female	
家长联络号码 Parent's Contact No.		住宿情况 Accommodation	☐自家 ☐亲戚家 ☐学校宿舍 Own home Relative's home School Hostel	
特殊病症 Special Disease(s)	☐无 No ☐有 Yes：	联络地址 Correspondence Address		

D.	填写完毕后，请将此表格电邮致 info@mykwanghua.edu.my，以作后续安排。 After completing the form, please email this form to info@mykwanghua.edu.my for further arrangements.

<table>
<tr><td>E.</td><td colspan="5">面试流程：以上资料填妥后，须交回教务处助理；经教务主任审核成绩后，方可安排面谈。
Interview Process: Upon completing the information above, please return this form to the Academic Department. An interview will be arranged after the Head of Academic Department has reviewed the applicant’s academic results.</td></tr>
<tr><td>序
No.</td><td>处室
Departments</td><td>项目
Item</td><td colspan="3">面谈记录
Interview Remarks</td></tr>
<tr><td rowspan="2">1.</td><td rowspan="2">训导处
Discipline Department</td><td>评估结果
Assessment Result</td><td colspan="3"></td></tr>
<tr><td>训导主任
签名
HOD Signature</td><td></td><td>日期
Date</td><td></td></tr>
<tr><td rowspan="3">2.</td><td rowspan="3">教务处
Academic Department</td><td>评估结果
Assessment Result</td><td colspan="3"></td></tr>
<tr><td>推荐就读班级
Recommended Class Placement</td><td>☐基础 FC ☐初一 J1
☐初二 J2 ☐初三 J3
班级 Class：</td><td colspan="2">☐高一 S1 ☐高二 S2 ☐高三 S3
☐理科 Science ☐文商 Arts & Commerce
☐文科 Arts 班级 Class：</td></tr>
<tr><td>教务主任
签名
HOD Signature</td><td></td><td>日期
Date</td><td></td></tr>
<tr><td rowspan="3">3.</td><td rowspan="3">校长室
Principal’s Office</td><td>面谈记录
Interview Remarks</td><td colspan="2"></td><td>保证书
Letter of Undertaking
☐需要 Needed
☐不需要 Not needed</td></tr>
<tr><td>审核结果
Review Outcome</td><td colspan="3">☐批准 Approved ☐不批准 Not approved 插班 Transfer Admission</td></tr>
<tr><td>校长
签名
Principal’s Signature</td><td></td><td>日期
Date</td><td></td></tr>
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