



LAM TAI FAI COLLEGE

林大輝中學

25 Ngan Shing Street, Shatin 沙田銀城街 25 號

http://www.ltfc.edu.hk Fax: 2786-9617 Telephone: 2786-1990 Email: enquiry@ltfc.edu.hk

APPLICATION GUIDELINES FOR S2-S5 ADMISSIONS

2025- 2026

Please read the following carefully before filling in the application form.

A. Application procedures

Read the application guidelines on the school website.

Step 1: <https://www.ltfc.edu.hk/Website/index.php/admission/s2-s5-admissions-2025-2026.html>



Step 2: Fill in the [online application form](#) and upload a student photo.

(Format: jpg, png. Maximum file size: 10 MB. Photo size: 50 mm(H) x 40mm (W))

Step 3: After filling in the information, press the 'save' button.

Step 4: The system will activate the verification procedure. Please enter your phone number and email address again.

Step 5: The system will send a verification email to your registered email. Please check your email inbox and spam mailbox.

Step 6: Enter the verification number to complete the verification.

Step 7: After verification, you will be directed to the e-payment platform. You are required to pay an application fee of HK\$100 via Tap & Go, PPS, VISA, MasterCard or UnionPay. Application fees will not be refunded and cannot be transferred.

Reminder:

An application is deemed null and void if the application is not completed before the deadline.

Step 8: Please submit the following documents to the General Office **in person** during office hours (Mon–Fri: 9:00 am – 4:30 pm; Sat: 9:00 am –11:30 am) from 12th May 2025 onward:

- (i) Payment receipt downloaded from the online application platform
- (ii) Application form downloaded from the online application platform
- (iii) Completed Student Questionnaire (Page 3)
- (iv) Photocopy of student's birth certificate
- (v) Photocopy of student's HKID card
- (vi) Photocopy of student's passport or valid identity document(s) (if applicable)
- (vii) Photocopy of previous yearly school reports in secondary school
- (viii) Photocopy of mid-year school report of current year
- (ix) Photocopy of yearly school report of current year, if any
- (x) Photocopy of Supporting documents showing student's academic or non-academic achievements, if any (Please provide the most **recent/highest** qualifications/ results only. Max: 8 pages)
- (xi) Senior Secondary Elective Subject Selection Form (**for S4 and S5 Applicants only**)

Reminders:

- Please bring along the **original copies** of the supporting documents for verification.
- All documents submitted will not be returned.

B. Interviews

1. Eligible candidates will be notified **by email / phone** to attend an admission test. Please check your email inbox and junk mailbox periodically. Candidates who pass the admission test will be invited for an interview. Those who are not invited for the admission test or interview may assume that their applications are unsuccessful.
2. The interview will be conducted in English and Putonghua/Cantonese. Parents will also be invited to attend the interview together with the candidate.
3. Junior Secondary Chinese Language lessons will be conducted in either Putonghua or Cantonese depending on parents' preferences and the Putonghua abilities of the students. For **S2 and S3 ccandidates**, please indicate on the application form your Chinese Language preference.
4. Applicants who have chosen Putonghua as the medium of instruction in Junior Secondary Chinese Language lessons are required to take a Putonghua Listening Assessment to determine if they are eligible for the Putonghua class.
5. **S4 and S5 candidates** are required to complete and submit the Senior Secondary Elective Subject Selection Form together with the application form.

C. Release of results

Application results will be released within 6 weeks after the individual interview. Successful candidates will be notified **by email / phone**.

D. Enquiries

Please direct all enquiries concerning student admission to the General Office.

Tel: 2786 1990

Fax: 2786 9617

E-mail: enquiry@ltfc.edu.hk

Financial Assistance for Students

School-based Fee remission Scheme

For students with financial hardship, our school offers a School-based Fee Remission Scheme. Application forms and application guidelines can be obtained from the General Office or downloaded from our school website (www.ltfc.edu.hk) from July 2025. You may refer to our website for other details.

Name 姓名: _____ 香港身份證號碼 HKID Card No.: _____

Student Questionnaire 學生問卷

The student is required to answer the following questions by writing in either English or Chinese.

學生需以書寫形式回答以下問題。答題時，可選用中文或英文。

Reason(s) for changing school 轉校原因:

Please hand in this questionnaire together with the application form to the General Office.

請把此問卷連同申請表交回校務處。