

**Maryknoll Convent School
(Secondary Section)
5 Ho Tung Road
Kowloon Tong**

**Form Two to Form Four Places (2023-2024)
Notes to Applicants**

General Information

1. Admissions to Form Two to Form Four (2023-2024) are now open for applications until **28 April 2023 (Fri)**.
2. Please be advised that we are uncertain at present as to whether there will be vacancies in the coming academic year (2023-2024).

Application Form and Supporting Documents

1. The application form can be downloaded from the school website (http://www.mcs.edu.hk/mcs_1213/plan_admiss.htm) from **3 January 2023 (Tue) to 28 April 2023 (Fri)**.
2. Below are the supporting documents required for the application.

Item #1 Original copy of applicant's Birth Certificate/Identity Card or other documents of Identity (**for verification purpose only**)

Item #2 The completed application form (Form A)

Item #3 Copies of Academic Reports (including the reports of the previous TWO years & the CURRENT year)

For example, if you wish to apply for a Form Three place in 2023-2024, you should submit your Primary Six Annual Report, Form One Annual Report and Form Two First Term Report.

3. Submit and arrange the required documents in an **A4 transparent plastic folder** in the following order:
 - (i) **Item #2**
 - (ii) **Item #3**

*Copies of awards or certificates of courses attended should NOT be included in the A4 transparent plastic folder.

4. All originals of supporting documents of your application, including the Academic Reports, will be inspected upon request.
5. It is important that the email address provided in the application form is VALID. A confirmation email will be sent to the email address provided by **31 May 2023 (Wed)**. Contact the school if no confirmation is received.

Submission of Application

1. **In person:** The completed form and the supporting documents must be returned to our school office during office hours* **by 28 April 2023 (Fri)**.

Entrance Examination and Interview Arrangements

1. The school will send notifications and announcements to your corresponding email address including entrance examination and interview arrangements, when necessary. **Please check your email inbox (including ‘spam’ folder) for updates from our school regularly.**
2. Selected applicants will be invited to attend an entrance examination and an interview in **July 2023**.
3. Parents of successful applicants will be notified of the entrance examination and interview arrangements via email by the end of June 2023.

Admission Enquiries

Our school office can be contacted at 2336-2378 during office hours*.

Personal Information Collection Statement

Information or personal data collected is strictly confidential and used to process your application. Your information or personal data will be retained for a period of not longer than twelve months. Thereafter, your application together with all materials you provide will be disposed of.

**Office Hours: Monday to Friday: 9:00 a.m. - 4:00 p.m. & Saturday: 9:00 a.m. - 12:00 p.m.*