



Government of the Hong Kong  
Special Administrative Region  
Education Bureau

For Newly-arrived Children

**Application Form for Special School Admission**

1. Name of Child: (English) \_\_\_\_\_ (Chinese) \_\_\_\_\_
2. Date of Birth: (dd/mm/yy): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ 3. Sex: \_\_\_\_\_
4. Child's HKID No. / Birth Certificate No. / Others (Please specify)\* : \_\_\_\_\_
5. Address: \_\_\_\_\_
6. Parent's Contact No: (Home) \_\_\_\_\_ (Office) \_\_\_\_\_ (Mobile) \_\_\_\_\_
7. New Arrival from China/New Immigrant from Overseas:  Yes /  No  
If yes, please state the Country of Origin: \_\_\_\_\_ Date of Arrival: \_\_\_\_\_
8. School now attending: \_\_\_\_\_ (am/pm/whole day\*) Class: \_\_\_\_\_  
Student Reference Number (STRN) assigned by EDB (If applicable): \_\_\_\_\_
9. Services applied for:  
Special School Placement : visual impairment / hearing impairment /  
physical impairment / intellectual disability\*  
(Parents who wish to apply for guidance service for their child can directly contact the class teacher/  
student guidance officer / student guidance teacher or school social worker of the school attending.)  
Signature of Parent / Guardian\*: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name of Parent / Guardian\*: \_\_\_\_\_ Date: \_\_\_\_\_

Please return the form to any of the special education services centre below in person, by post, by fax or by email:

Special Education Services General Office  
Rm W240, 2/F, West Wing,  
Education Bureau, Kowloon Tong Education  
Services Centre,  
19 Suffolk Road, Kowloon Tong, Kowloon

General Office,  
Education Bureau Ha Kwai Chung Special  
Education Services Centre  
4/F, 77 Lai Cho Road, Kwai Chung, New Territories

Enquiries: 3698 3957  
Fax : 2711 9644

Enquiries: 2307 6251  
Fax : 2744 5315

Email: ssa@edb.gov.hk

\*Please delete as applicable

Revised in Aug 2023

# Application for Special School Admission

## Guidance Notes

- (1) The purpose of collecting the personal data by the Education Bureau is to provide special school admission for the student. If required, we shall transfer the personal data to relevant schools, other government departments, or service agencies in order to facilitate the provision of appropriate support. In addition, such data may be used for overall planning of educational services.
- (2) It is obligatory for the parent/guardian to supply the Education Bureau with the required data. If the parent/guardian fails to supply the data or the data supplied is inaccurate, the Education Bureau will be unable to provide the necessary services to the student.
- (3) Under the Personal Data (Privacy) Ordinance, the student concerned/parent/guardian has the right to request access to or to request the correction of personal data in relation to the student or to obtain a copy of the student's data from the Education Bureau. If you wish to exercise these rights, please complete the "Personal Data (Privacy) Ordinance Data Access Request Form" (Form Number: EDB56#) of the Education Bureau and forward it by mail or fax to the following addresses:

Residential Address	Kowloon and New Territories East	Special Education Services General Office, Rm W240, 2/F West Wing, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon Tel. No. : 3698 3957 Fax No. : 2711 9644
	Hong Kong Island, Islands and New Territories West	General Office, Education Bureau Ha Kwai Chung Special Education Services Centre, 4/F, 77 Lai Cho Road, Kwai Chung, New Territories Tel. No. : 2307 6251 Fax No. : 2744 5315

# To obtain a copy of the form, please call the above numbers during office hours or download the "Personal Data (Privacy) Ordinance Data Access Request Form" (Form Number: EDB56) on the following website: [https://www.edb.gov.hk/en/public-admin/public-forms/about-public-forms/edb55\\_20200519133144.html](https://www.edb.gov.hk/en/public-admin/public-forms/about-public-forms/edb55_20200519133144.html).

- (4) Applicants shall submit the application form together with the required documents:
1. Applicant's Hong Kong Birth Certificate/Hong Kong Identity Card/valid proof of identity;
  2. applicant's parent/guardian's proof of identity; and
  3. applicant's address proof.

Applicants could submit their assessment report/medical certificate/referral letter if available.