



**2022 年报读及注册指南 Student's Enrolment Guideline (Year 2022)**

**1. 录取标准 Qualification criteria (有学位即可申请 Applicable only when there is availability)**

新生 (小六毕业生) New students (Primary school graduates)	插班生 Transferred students
a. 通过本校入学试 Passed the Entrance Test .....	<b>须进行面试</b> <b>Must attend an interview session.....</b>
b. 学校考试成绩达标 With satisfactory school academic results	
或 or	及 and
	a. 通过本校插班生分班甄别考试 Passed the Placement Test.....
	b. 学校考试成绩达标 With satisfactory school academic results
	或 or

**2. 注册时须携带的文件 Documents required for the registration**

学生资料 (原件及复印本) Student's particular (Original and photocopy)	报读注册 Registration (Enrolment)			入宿注册 Registration (Hostel)
	本地生 Local Students		国际生 International Students	
	新生 New	插班生 Transferred		
学生身份证 NRIC (本地生 Local student) / 学生护照 Passport (*国际生 International student) <b>*拥有至少一年有效期限 With minimum 1 year validity</b>	✓	✓	✓	✓
出生证明 Birth Certificate	✓	✓	✓	
小学全年成绩单 Primary school's academic result	✓			
学校考试成绩单 School's academic result		✓	✓	
离校证书 School Leaving Certificate		✓		
学生医药卡-复印本 (若有) Student's Medical Card - photocopy (If any)				✓
<b>父母/监护人资料 (复印本) Parents/ Guardian's particular (photocopy)</b>				
父亲身份证 (本地生) / 护照 (国际生) Father's NRIC (Local) / Passport (International)	✓	✓	✓	✓
母亲身份证 (本地生) / 护照 (国际生) Mother's NRIC (Local) / Passport (International)	✓	✓	✓	✓
监护人身份证 (本地生) / 护照 (国际生) <b>*如有 If applicable</b> Guardian's NRIC (Local) / Passport (International)	✓	✓	✓	✓
父母结婚证书/离婚证书 <b>*只限中国生 Only applicable for China students</b> Parent's Marriage certificate / Divorce Certificate			✓	

**3. 缴费方式 Mode of Payment**

<b>现金 / 信用卡 / 转账卡</b> <b>Cash / Credit card / Debit card</b>	办公时间可前往财务处缴费 Payment to be made at Treasury Department during office hours
<b>支票</b> <b>Cheque payment</b>	<b>支票抬头 Payable to POI LAM SECONDARY SCHOOL (P) IPOH</b> 支票过账后方为缴费成功 Payment will only be considered successful once cheque has been cleared
<b>银行汇款</b> <b>Direct bank-in</b>	<b>大众银行 Public Bank Berhad - 398 6629 729</b> <b>POI LAM SECONDARY SCHOOL (P) IPOH</b> 家长须通知校方及提供相关银行存款收据 (可通过传真/电邮/ WhatsApp: 012-381 2003 财务处) Parents/guardian is required to inform and present the bank-in slip (via fax / email / WhatsApp: 012-381 2003 Treasury Department)
<b>JomPAY</b> <b>账单代码 Biller Code: 45880</b>	<b>Ref-1: 学生学号 Student No.</b> <b>Ref-2: 学生姓名 Student Name &amp; 附件费用 Payment Details</b> <div style="border: 1px dashed black; padding: 5px; margin-top: 10px;"> <b>Example:</b>            Ref-1: 15004            Ref-2: Napatsorn – 01/2022 School Fee         </div>