



Request for Recommendation Letter / Certifying Letter / Transcript

I. Personal Particulars

(*Please delete if inappropriate)

Name of Applicant: (Mr / Ms*) _____ (English) _____ (Chinese)
HKID No: _____ () Email Address: _____
Telephone No: _____ (Office) _____ (Home) _____ (mobile)
Student ID No: _____
Year of admission: _____ Class first admitted: _____
Present class: _____ Year graduated / withdrawn*: _____ Class when left: _____

II. Application Item(s)

Reference Letter [] Certifying Letter [] Transcript [] Others [] _____ (please specify)

III. Recipient(s) of Reference Letter / Certifying Letter / Transcript

Table with 4 columns: Name & address of organization / institute, Country, No. of copies, Special Requests (with reasons)

IV. Programme of Study / Purpose of the Application

Another Secondary School [] Overseas institute []
High Certificate / Diploma* in _____ [] Associate Degree []
Exchange program (e.g. AFS) [] IVE []
Others: _____ (please specify)

V. Collection of Reference Letter / Certifying Letter / Transcript

The reference letter / certifying letter / transcript will be sealed in the envelope provided and to be

Sent out directly to the organization / institute [] Collected in person by me / my authorized representative* []

VI. Remarks: _____

VII. Authorization for Collection of Reference Letter / Certifying Letter / Transcript

I authorize Mr / Ms* _____ (HKID No. _____) to collect the Reference Letter / Certifying Letter / Transcript for me. (He /She* will bring along a copy of my HK Identity card for verification.)

_____ (signature of applicant) _____ (Date)

Letter / Transcript received by

_____ (signature of applicant / authorized representative*) _____ (Date)

FOR OFFICE USE

Reference Letter / Certifying Letter / Transcript prepared by: _____ (_____/_____/_____)

Checked by: _____ (_____/_____/_____) Sent out / Obtained on: _____/_____/_____



Information on issuing of Reference Letter / Certifying Letter / Transcript

A. Reference Letter / Certifying Letter / Transcript

1. Applicants (current students/ graduates) applying for these documents should fill in an application form and provide evidence to support the application (e.g. letter applying for admission to an overseas university).
2. The application form can be obtained from the School General Office or downloaded from the School webpage.
3. Current students should submit the application form via their class teachers.
4. Current students should invite a teacher to write the draft if a letter of recommendation is needed.
5. The required document will be available for collection **10 working days** after the date of application.
6. The applicant should collect the document in person from the General Office. If the applicant is unable to do so, he/she can authorize a representative to collect the document. The representative should bring along a copy of the applicant's HK identity card for verification.
7. The document can be sent directly to the institution concerned by the office on request. Addressed envelope(s) with adequate postage stamp(s) should be provided by the applicant upon application.
8. For any enquiries, contact Mr. Chiu / Miss Yeung Ho Kei at 2712-3107 during the office hours.

B. Important Note:

Official documents are **valuable personal records** and should be kept properly. Students should **always keep the original copy of the document** and give away certified true copies, if necessary.