



For Alumni

APPLICATION FORM for REFERENCE LETTER

Personal Information (for verifying the applicant's identity)

Name of Applicant: (English) _____ (Chinese) _____

Years of study: from _____ to _____

Date of Birth: _____ / _____ (mm/yyyy)

Contact No.:

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Details of the Application

Purpose of the Application: (please tick the appropriate box)

Overseas institute application

Scholarship application

Country: _____

Name of the Scholarship: _____

Name of the institute: _____

Target Faculty / Subject: _____

Others: _____ (please specify)

Please provide the following information for preparing the reference letter.

Goal(s) / Aim(s) for the above purpose:

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Considerable Personality(ies) / Character(s):

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Strength(s):

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Significant Award(s) / Role(s) / Responsibility(ies) / Activity(ies) involvement	Year

Extra information that you believe would contribute to a well-rounded reference letter about yourself:

Notes for Applicants:

- (1) All application forms should be submitted to the school office and then passed to careers teacher.
- (2) The normal processing time is 10 working days (excluding Saturday, Sunday and public holidays) upon receipt of the application form and required documents.
- (3) The accuracy of the information provided may affect the process of your application. Insufficient information may delay processing.
- (4) The personal data provided will be used by the school for the purpose of processing this application only. All information provided, when no longer required, will be destroyed.
- (5) The reference letter will be sealed with a school envelope and NOT be directly presented to the applicant.

Method of Dispatch: (Please tick the appropriate box)

- Collect in person
 Sent via online (Careers teacher will contact you for further information)

Declaration:

I/We hereby confirm that all information given is true and correct and that the document(s) submitted along with this application form are genuine. I have read through and accept the notes indicated above.

Applicant's Signature: _____

Guardian's Signature: _____

Date: _____

Guardian's Full Name: _____

For Official Use Only:

Date of receipt of the application form: _____

Prepared and checked by : _____

Date of completion: _____