



APPLICATION FORM for REFERENCE LETTER

For current students

Personal Particulars

Name of Applicant : (English) _____ (Chinese) _____
Current Class : _____ & Class No. : _____ Student ID : T _____
Contact No. : (Home)

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 (Mobile)

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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 : _____

 Transferring to another secondary school Application of exchange program
 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 **Mr. HY Cheng** (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) For the application of **Reference letter**:
 - documents will **NOT** be issued **without an official request** from a particular institution/agency.
 - documents 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 : _____