

Request for a Reference Letter/Testimonial/Transcript
推薦信/學歷證明書/修業成績表申請表

Student Name 學生姓名 _____ (_____) (Use BLOCK letters and it should be the same as the one on ID card)
Class 班別 _____ Class No 學號 _____ Year 年份 _____
What type of request is it? (please put a ✓ in the appropriate box) (請在合適的空格上加上✓號) <input type="checkbox"/> Reference 推薦信 <input type="checkbox"/> Testimonial 學歷證明書 <input type="checkbox"/> Transcript 修業成績表 <input type="checkbox"/> Others 其他: _____ (Please specify 請列)
* For a second copy of the transcript, the College will charge \$25 per copy. * 如須申請多於一份「修業成績表」，每份的收費為\$25元正。
Reason for requesting a reference letter/testimonial/transcript (please put a ✓ in the appropriate box): 申請推薦信/學歷證明書/修業成績表*的原因(請在合適的空格上加上✓號)：
<input type="checkbox"/> Studying abroad 海外升學 (Name of Country 國家名稱) _____
<input type="checkbox"/> Applying to another local school 申請入讀其他本地學校 (Name of School 學校名稱) _____
<input type="checkbox"/> Other reason 其他 (Please specify 請列) _____
Ways of collecting the document (please put a ✓ in the appropriate box): 領取方法(請在合適的空格上加上✓號)：
1. <input type="checkbox"/> The student collects it at the General Office 學生自行到校務處領取 2. <input type="checkbox"/> The College sends it directly to the involved party 由校方直接寄給有關機構
If the letter is to be sent to another party, which method should be used to send the letter? 如選方法 2，請選擇郵寄方式：
<input type="checkbox"/> Address 地址 _____
<input type="checkbox"/> E-mail 電郵 (E-mail address 電郵地址 _____)
<input type="checkbox"/> Fax 傳真 (Fax No 傳真號碼 _____)
<input type="checkbox"/> Air mail 空郵

Remark 注意：
For those students who request a **reference letter**, please turn over and complete Part 1 on the next page.
申請**推薦信**的學生，請轉後頁填寫第一部分。

Parent's Name and Signature 家長姓名及簽署 _____
Contact Number 聯絡電話 _____ Date 申請日期 _____

Please note that it normally takes **10 school days** to have your document ready.
在一般情況下，申請手續需時 **10 個工作天** 方可完成。

Reference Request

Part 1 (to be completed by student)

Please write down your achievements in chronological order. Examples have been given to you as reference. If you do not have any information for a particular part, please write "NIL" in the first row.
DO NOT LEAVE any boxes blank and it is A MUST to fill out the boxes under "ECA".

(i) ECA

Academic Year	Name of ECA	Position
<i>e.g. 2014-2015</i>	<i>The Chess Club</i>	<i>Member</i>
<i>e.g. 2013-2014</i>	<i>The Drama Club</i>	<i>Chairperson</i>

(ii) Academic achievements

Academic Year	Achievement	Certificate / Trophy
<i>e.g. 2014-2015</i>	<i>FIRST in English</i>	<i>Certificate</i>
<i>e.g. 2013-2014</i>	<i>FIRST in English UT (1st Term)</i>	<i>Certificate</i>

(iii) Competitions

Academic Year	Name of competition	Certificate/Position
<i>e.g. 2014-2015</i>	<i>64th Hong Kong Schools Speech Festival (Words and Movements)</i>	<i>First</i>
<i>e.g. 2012-2013</i>	<i>62th HKSSF (Dramatic Duologue)</i>	<i>Certificate of Merit</i>

(iv) Outstanding Non-academic performance

Academic Year	Award
<i>e.g. 2011-2015</i>	<i>Community Service Gold Award, Good Conduct Award Outstanding Service Award and Punctuality Award</i>
<i>2010-2011</i>	<i>Community Service Bronze Award</i>

(v) Others (please specify)

Academic Year	Name of competition	Award/ Certificate
<i>e.g. 2014-2015</i>	<i>Conservation Competition (Taiwan)</i>	<i>Certificate of participation</i>
<i>2014-2015</i>	<i>Kln City and YTM District Social Welfare Office Volunteer Award</i>	<i>Bronze Award</i>

Part 2 will be filled in by your class teacher(s). If you have any inquiry, please contact the General Office.

Return to the General Office upon completion of Part 1

Part 2 (to be completed by teacher)

The above student would like to have a reference letter. Please comment on the personal and intellectual characteristics of the student and complete the boxes below.

Personality
Interpersonal skills
Academic performance
Motivation
Critical thinking skills
Any extra information

I have known the above student for _____ years, from _____ (e.g. 2010) to _____ (e.g. 2014),
in my capacity as his/her *class teacher/subject teacher. (* Please delete where inappropriate)

Teacher's Name _____ Signature _____ Date _____
Prepared by: _____ (Careers Teacher)