

**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 _____
<p>What type of request is it? (please put a ✓ in the appropriate box) (請在合適的空格上加上✓號)</p> <p><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</p> <p><input type="checkbox"/> Others 其他: _____ (Please specify 請列)</p> <p>* 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。</p> <p>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)：</p> <p><input type="checkbox"/> Studying abroad 海外升學 (Name of Country 國家名稱) _____</p> <p><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) _____</p> <p><input type="checkbox"/> Other reason 其他 (Please specify 請列) _____</p> <p>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)：</p> <p>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</p> <p>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：</p> <p><input type="checkbox"/> Address 地址 _____</p> <p><input type="checkbox"/> E-mail 電郵 (E-mail address 電郵地址 _____)</p> <p><input type="checkbox"/> Fax 傳真 (Fax No 傳真號碼 _____)</p> <p><input type="checkbox"/> Air mail 空郵 _____</p>	

**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. 2022-2023</i>	<i>The Chess Club</i>	<i>Member</i>
<i>e.g. 2021-2022</i>	<i>The Drama Club</i>	<i>Chairperson</i>

#### **(ii) Academic achievements**

Academic Year	Achievement	Certificate / Trophy
<i>e.g. 2022-2023</i>	<i>FIRST in English</i>	<i>Certificate</i>
<i>e.g. 2021-2022</i>	<i>FIRST in English UT (1st Term)</i>	<i>Certificate</i>

#### **(iii) Competitions**

Academic Year	Name of competition	Certificate/Position
<i>e.g. 2022-2023</i>	<i>74<sup>th</sup> Hong Kong Schools Speech Festival (Words and Movements)</i>	<i>First</i>
<i>e.g. 2021-2022</i>	<i>73<sup>rd</sup> HKSSF (Dramatic Duologue)</i>	<i>Certificate of Merit</i>

#### **(iv) Outstanding Non-academic performance**

Academic Year	Award
<i>e.g. 2022-2023</i>	<i>Community Service Gold Award, Good Conduct Award Outstanding Service Award and Punctuality Award</i>
<i>e.g. 2021-2022</i>	<i>Community Service Bronze Award</i>

#### **(v) Others (please specify)**

Academic Year	Name of competition	Award/ Certificate
<i>e.g. 2022-2023</i>	<i>Conservation Competition (Taiwan)</i>	<i>Certificate of participation</i>
<i>e.g. 2021-2022</i>	<i>Kln City and YTM District Social Welfare Office Volunteer Award</i>	<i>Bronze Award</i>

#### **(vi) Which teacher would you choose to complete your reference form?**

**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. 2022) to \_\_\_\_\_ (e.g. 2023) ,  
in my capacity as his/her \*class teacher/subject teacher. (\* Please delete where inappropriate)

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