

Reference Letter Request Form

Details of Request (please tick):

- Reference Letter - Fill in part A and B
- Level Prediction (for S.6 only) - Fill in part A only

PART A

Personal Information

Name (English full name): _____

Name (Chinese): _____ Sex: _____

Class: _____ Year/Class when entering HLC: _____

Contact Number: _____

Applying School / College / University Name: _____

Applying Program : _____

PART B

Qualifications

Secondary Education		
School Name	From (MM/YY)	To (MM/YY)

Public Examination Result (HKDSE) (only if applicable)	
	Grade
Chinese Language	
English Language	
Mathematics	
Liberal Studies	
X1:	
X2:	
X3:	

Community / Extra-curricular Activities:

Please list the extra-curricular activities and community activities which demonstrate your responsibilities and abilities.

Name of Organization / Agency	Position Held	Responsibilities	Date (Month / Year)	
			From	To

Awards Obtained

Please list the awards which demonstrate your outstanding qualities.

Name of the award	Organization	Date (Month / Year)	
		From	To

Remarks:

You should submit your application with all supporting documents listed below to the General Office. The School will normally have the reference letter ready and sent out in not more than 2 business weeks after receipt of the application. Please ensure that the reference letter can reach the school/university before the deadline.

- Official evidence (eg: admission letter) showing the request of recommendation letter
- copies of report cards from the past TWO years
- addressed envelopes for each destination with postage

Declaration

I declare that, to the best of my knowledge, all the above information is accurate.

Signature of Applicant

Signature of Applicant's Parent

Date