

**HKFYG Lee Shau Kee College**  
**Application for a Reference Letter**

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 not more than 2 weeks after receipt of the application. Please ensure that the reference letter can reach the school/university before the deadline.

- Official evidence (e.g.: admission letter) showing the request of recommendation letter
- copies of report cards from the past TWO years
- a stamped envelope (for airmail)

**Personal Information**

Full name in English		Name in Chinese	
HKID Card Number		Email address	
Home Tel. No.		Mobile No.	
<input type="checkbox"/> Current Student <input type="checkbox"/> Graduate <i>(please tick the correct box)</i>			
<i>(for current students)</i>			
Class		Class Number	
Parent/Guardian's Phone No.		Parent/Guardian's Email Address	
Year entering HLC			
<i>(for graduates)</i>			
Year entering HLC		Year of Graduation	

Further Studies     Others: \_\_\_\_\_ *(please tick the correct box)*

Application Platform (e.g. UCAS)	Application No.	Institution (e.g. University of Exeter)	Program (e.g. Bachelor of Science)

**Academic Achievements**

Please list your academic achievements in the most recent 2-3 years.

Achievement	Organization	Date (Month / Year)	
		From	To

**Extracurricula Achievements**

Please list your top extracurricular achievements in the most recent 2-3 years.

Activity/Achievement (Organization)	Position Held	Date (Month / Year)	
		From	To
Activity/Achievement: Organization:			
Activity/Achievement: Organization:			
Activity/Achievement: Organization:			
Activity/Achievement: Organization:			
Activity/Achievement: Organization:			
Activity/Achievement: Organization:			

**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: \_\_\_\_\_