

For Office Use Only

Amount HKD: _____

Received by: _____



香港神託會培基書院
Stewards Pooi Kei College

For Office Use Only

Application received on:

_____/_____/_____

Request for Reference Letter/Certifying Letter/ Transcript/ Re-print Report Card(S)

I. Personal Particulars

(*Please delete as appropriate)

Student's name: (Mr / Ms*) _____ (English)	_____ (Chinese)
HKID No.: _____	Email Address: _____
Telephone No.: _____ (Office)	_____ (Home) _____ (Mobile)
Student ID: _____	
Year of admission: _____	Class first admitted: _____
*Present class: _____ / Year graduated / withdrawn: _____	Class when left: _____

II. Application Item(s)

- Reference Letter No. of copies: _____
 Referee: Class Teacher Others: Mr. /Ms. _____ (Signature: _____)
(Please get the consent and signature from the concerned teacher before you submit the form.)
- Certifying Letter No. of copies: _____ Predicted Grade No. of copies: _____
- Transcript No. of copies: _____
- Re-print Academic Report Card (First Term / Annual / Academic Year 20__-20__)
 SLP (Academic Year 20__-20__)
 LEWOWA (Academic Year 20__-20__)

III. Recipient(s) of Reference Letter/ Certifying Letter/ Transcript/ Report Card(s)

Name & address of organization / institute (Please write clearly to avoid postal errors)	Country	Special Requests (with reasons)

IV. Programme of Study

- Another secondary school (Name: _____) Overseas institute (Name: _____)
- High Cert / Diploma* in _____ Associate Degree
- Exchange program e.g. AFS (Country: _____) IVE
- University in China University in Taiwan
- Remarks: _____ (Please specify)

V. Experience and Achievements relating to your programme of study (For Reference Letter ONLY)

Please state your important experience/achievements on "Additional information for Reference Letter" and provide a copy of awards or certificate (if any) as appendix.

VI. Collection of Reference Letter/ Certifying Letter/ Transcript/ Report Card(s)

I prefer to let you seal the reference letter/ certifying letter/ transcript/ report card(s) in the envelope provided and the sealed reference letter/ certifying letter/ transcript/ report card(s) to be

- collected in person by me / my authorized representative*.

VII. Authorization for Collection of Reference Letter/ Certifying Letter/ Transcript/ Report Card(s)

- I authorize Mr / Ms * _____ to collect my reference letter/ certifying letter/ transcript/ report card(s) for me.
(He / she * will bring along a copy of my HK identity card for your verification.)

_____ (signature of applicant)

_____ (Date)

**Information on issuing of
Reference Letter, Certifying Letter, Transcripts and Report Card (Re-print)**

Items	Charge	Duration
1. Reference Letter (推薦信)	Free	10 Working Days
2. Certifying Letter (在學證明)		
3. Transcripts (學生成績報告)	\$25/per copy starting from the second copy	
4. Re-print Academic Report Card (成績表複印)	Free	
5. Re-print SLP Report Card (學生學習概覽成績表複印)		
6. Re-print LEWOWA Report Card (學習無疆界成績表複印)		

A. Reference Letter, Certifying Letter, Transcripts and Report Card (Re-print)

- Applicants (Current/Graduated Students) applying for these documents should fill in an application form and provide evidence to support the application (e.g. letter applying for admission to an overseas university). Application forms can be obtained from the School Office.
- With special reasons, requests for reference letter written by a teacher other than the class teacher shall be made. However, the applicants should seek the consent and signature of the concerned teacher in advance.
- The required document will be available for collection **10 working days** after the date of application.
- The applicant should collect the document in person from the school office. If he/she is unable to do so, he/she can authorize a representative to collect the document. He/she should bring along a copy of applicant's HK identity card for verification.
- Copy of the document can also be sent directly to the institute concerned. **Addressed envelop(s) with exact postage stamp(s) should be provided by the applicant.**
- For any enquiries, please contact us at 2345 4567 during office hours.

B. Important note:

Students are reminded that official school documents are **valuable personal records**. **The original copy of the document should be kept properly** and you are advised to give away, only when necessary, certified true copies.

Mr. William Lee
Vice Principal

Letter/ Report Card(s) received by:

_____ (signature of applicant / authorized representative*) _____ (Date)

FOR OFFICE USE

Reference Letter/ Certifying Letter/ Transcript/ Report Card(s) prepared by: _____ (/ /)
Checked by: _____ (/ /) Sent out / Obtained on: _____/_____/_____

FOR ACCOUNT USE

Receipt No. _____ Received Date: (/ /) Amount: HKD _____ Received by: _____
(Staff Name and Signature)

Additional Information for Reference Letter
Experience and Achievements relating to your programme of study

Please state three most recent experience/achievements relating to your programme of study in descending order.

A. Academic Achievement

Date	Activity	Organization	Reflection (What have you learnt?/ How has the activity inspired you?)	Awards/Certificate (Please provide a copy as appendix)

B. Non-Academic Achievement/Experience

Date	Activity/Club/Post	Organization	Reflection (What have you learnt?/ How has the activity inspired you?)	Awards/Certificate (Please provide a copy as appendix)

C. **LEWOWA**

Year	Name of Programme	Reflection (What have you learnt? How has the activity inspired you?)
20____ - 20____		
20____ - 20____		
20____ - 20____		

D. **Other relevant information**

Please provide any information that you feel would be of interest to the selection panel such as voluntary work, your strengths and career aspirations.

Remarks:

1. Extra paper can be used if space is not enough.
2. Please note that the information provided by the applicant is for reference only which may not be used by the teacher for the drafting and revising of reference letter.