

**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 / Predicted Grade / Transcript / Re-print Report Card(s)

**I. Personal Particulars** (\*Please tick or delete as appropriate)

Applicant's Name: (Mr./Ms.*) _____ (English)	_____ (Chinese)
HKID No.: _____	Email Address: _____
Telephone No.: _____ (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Present Class: _____ / Year graduated / withdrawn*: _____	Class when left: _____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: \_\_\_\_\_ (for applicants who have at least completed S.4 final examination)
- Transcript      No. of copies: \_\_\_\_\_
- Re-print       Academic Report Card      ( First Term /  Annual /  Academic Year 20\_\_-20\_\_ )  
 SLP Report Card      (Academic Year 20\_\_-20\_\_ )  
 LEWOWA Report Card      (Academic Year 20\_\_-20\_\_ )

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

Name of Organization / Institute	Country	Remarks (if any)

**IV. Programme of Study\***

- Another Secondary School       Exchange Programme  
 (Name: \_\_\_\_\_)      (Country: \_\_\_\_\_)
- Study outside Hong Kong  
 (Country/City e.g. Mainland China, Taiwan, United Kingdom, etc.: \_\_\_\_\_)  
 (Name of Institute: \_\_\_\_\_)

**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 an appendix.

**VI. Collection of Reference Letter / Certifying Letter / Predicted Grade / Transcript / Report Card(s)\***

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

- collected in person by me / my authorized representative\*.  
 others: \_\_\_\_\_ (please specify)

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

- I authorize Mr./Ms.\* \_\_\_\_\_ to collect my reference letter / certifying letter / predicted grade / 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, Predicted Grade, Transcripts and Report Card (Re-print)**

Items	Charge	Duration
1. Reference Letter (推薦信)	S.6: Free S.1-S.5: \$35	10 Working Days  (Application period: every 5 August to 5 July)
2. Certifying Letter (在學証明)	Free	
3. Predicted Grade (考試預測等級)		
4. Transcripts (學生成績報告)	\$35 per copy	
5. Re-print Academic Report Card (成績表複印)		
6. Re-print SLP Report Card (學生學習概覽成績表複印)	Free	
7. Re-print LEWOWA Report Card (學習無疆界成績表複印)		

**A. Reference Letter, Certifying Letter, Predicted Grade, 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 Teachers 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. Applications for these documents **open every 5 August** and **close on 5 July every year**.
- 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 the applicant's HK identity card for verification.
- 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.

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**Reference Letter / Certifying Letter / Predicted Grade / Transcript / Report Card(s) received by:**

\_\_\_\_\_ (Signature of Applicant / Authorized Representative\*) \_\_\_\_\_ (Date)

**FOR OFFICE USE**

Reference Letter / Certifying Letter / Predicted Grade / Transcript / Report Card(s) prepared by: \_\_\_\_\_ (\_\_\_ / \_\_\_ / \_\_\_)

Checked by: \_\_\_\_\_ (\_\_\_ / \_\_\_ / \_\_\_) Sent out / Obtained on: \_\_\_ / \_\_\_ / \_\_\_

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**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 the three most recent and important achievements/experiences relating to your programme of study in descending order.

**A. Academic Achievements**

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

**B. Non-Academic Achievements / Experiences**

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

**C. LEWOWA**

<b>Year</b>	<b>Name of Programme</b>	<b>Reflection</b> <b>(What have you learnt? How has the activity inspired you?)</b>
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:*

- Extra paper can be used if space is not enough.*
- 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.*