

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 _____ (_____)
Class 班別 _____ Class No 學號 _____ Year 年份 _____

What type of request is it? Reference 推薦信 Testimonial 學歷證明書 Transcript 修業成績表
(please put a ✓ in the appropriate box)

* 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。

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)：

Studying abroad 海外升學 Name of Country 國家名稱

Applying to another local school 申請入讀其他本地學校

Name of School 學校名稱

Other reason 其他 Please specify 請列

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)：

1 The student collects it at the General Office 學生自行到校務處領取

2 The College sends it directly to the involved party 由校方直接寄給有關機構

Address 地址

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：

E-mail 電郵 (E-mail address 電郵地址 _____)

Fax 傳真 (Fax No 傳真號碼 _____)

Air mail 空郵

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 complete the following boxes with your information.

What ECAs did you join at the college?	
State any achievements and awards you received at the college.	
Is there any extra information that you think may be relevant to your reference?	
Which teacher do you think knows you best and would you like to complete your reference form?	

Part 2 (to be completed by teacher)

Student _____ Class ___() would like to have a reference letter. Please comment on the personal and intellectual characteristics of the student and complete the boxes below.

Academic performance
Motivation
Interpersonal skills
Critical thinking skills
Personality
Any extra information

Teacher's Name _____ Signature _____ Date _____

* Class teacher / subject teacher (Specify: _____) / Others (Specify: _____)

of the above student from _____ (Year) to _____ (Year)

* Please delete where inappropriate