

**Po Leung Kuk Centenary Li Shiu Chung Memorial College**  
**Application for Recommendation Letter/ Transcript/  
Leaving Certificate/ Other Related Document(s)**

**Please fill in the following information.**

Name of Applicant: \_\_\_\_\_ HKID No.: \_\_\_\_\_

Yr. of Admission: \_\_\_\_\_ Yr. of Graduation/Leaving School: \_\_\_\_\_ Class: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone No: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Form Teacher in the Year of Graduation/Leaving School: \_\_\_\_\_

Please tick the document(s)/ service(s) that you are applying for:

Recommendation Letter

Transcript

Leaving Certificate / Testimonial

Filling in the application form for further studies

Other (s) \_\_\_\_\_

Purpose of applying for the document(s): (e.g. applying for a scholarship, an overseas school/ university, etc.) \_\_\_\_\_  
\_\_\_\_\_

**For recommendation letter, please prepare and attach the following supporting documents:**

1. The cover page which states the details about the scholarship / school / university / scheme/ etc.
2. Copies of all academic reports in the school and/or public examination results
3. Records of extra-curricular activities in the school and/or outside school
4. Copies of relevant certificates

**Notes:**

1. Application will NOT be processed if information or documents provided are not complete.
2. This application should be ready **at least 10 working days** before the issue of the recommendation letter / transcript.
3. Please return the form to Ms. Cheng (General Office) for arrangement.