

11 Mei Lai Road, Shamshuipo, Kowloon. Tel:21945707 Fax:21945718

九龍深水埗美荔道 11 號

Application for Recommendation Letter 班主任/老師推薦信申請表

(For current students only)

Please read the information overleaf before completing this form.

I.	Particulars of Applicant						
	Name:			/			
	(in English, BLOCK letters)				(in Chinese, if applicable)		
	HKID Card No.:			()			
	Date of birth:	(day) /	(month)/	(year)		
	Class:		Class No.: ()	No. o	of Copy:1	-
	Date of admission	n://	20				
II.	Outstanding Other Learning Experiences at JSC						
	Year		Activities / Duties				
			_				
			_				
	Signature of App	licant:					
	Ciamatuma of Dana	nta/Cuardian.		Do	uto.		
	Signature of Pare	nts/Guardian:		Da	ile:		-
III.	For Urgent Case	es					
	Date required : (Supporting document is attached.)						
For (Official Use Only						
i	a) Application rece	ived on	by	on behalf	f of	class teacher.	
1	b) Drafted letter ap	proved by CGC	on	·			
(c) Proof read by	on	·				
(d) Letter approved	by CGC	_on				
(e) Letter prepared l	oy G.O	on	_·			
j	f) Signature of the	recipient:		D	Date:		

Points to Note before Completing the Form

- Completed form should be submitted in person to your class teacher <u>at least 10 working</u> <u>days beforehand</u>. Normal processing time required upon receipt of the application form is 10 working days (excluding Saturday, Sunday and public holidays).
- 2. Only one copy will be issued to the applicant. Applicants are advised to make copies of the certificates if necessary.
- 3. The certificate will be distributed to the respective applicant through the class teacher once it is ready.
- 4. For urgent cases, please indicate the date when the transcripts are required. Documentary evidence must be attached. The school will try its best to entertain urgent cases with supporting documents. In case the request could not be acceded to, you will be informed by your class teacher
- 5. The information provided by you in this application form will only be used for processing this application.