

Guidelines on issuing of Reference Letter / Letter of Proof / Transcript / Copy of Report Card

Read the following guidelines carefully before submitting your application form.

A. Reference Letter / Letter of Proof / Transcript / Copy of Report Card

1. Applicants (Current Students / Graduates) applying for these documents should fill in the application form and / or the authorization letter and provide evidence / document(s) to support the application (e.g. letter applying for admission to an overseas university).
2. Application forms and authorization letters can be obtained from the General Office, 2/F or downloaded from the school website.
3. The application fee for the transcript and copy of report card is \$25 for each copy; others are free of charge.
4. Applicants should submit the application form to Ms Sum in the General Office, 2/F during school office hours or fax it at (852) 23379401 (Attention: Ms Sum).
5. The required document(s) will be available for collection within **10 working days** on condition that all documents needed are ready.
6. Applicants who choose to obtain the document(s) required in person can collect it / them from Ms Sum in the General Office, 2/F. If the applicant is unable to do so, he/she should complete the **Authorization Letter** on p.4, together with a copy of the applicant's HK Identity Card for verification to authorize a person to collect the document(s).
7. It would be much appreciated if you could contact Ms Sum at (852) 2336 3034 during school office hours by appointment and get the document(s) at your convenience.
8. For recommendation letter(s), applicants should approach the referee(s) themselves. **This application form is NOT applicable.**
9. For further enquiry, please contact or call Ms Sum or Ms Ho Mei Chee, Careers and Life-planning Mistress at (852) 2336 3034 during school office hours.

B. Important Note:

Official documents are **valuable personal records** and should be kept properly. Students should **always keep the original copies of the document(s)**.

For Office Use Only

Reference Number: _____

___ / ___ / 20__

Fee totally collected (\$___) Receipt Number: _____

The document(s) is / are received by (Mr. / Miss / Mrs. *) _____

_____ (Signature of the Applicant / the Applicant's authorized representative*)

Bishop Hall Jubilee School
Request for Reference Letter / Letter of Proof / Transcript /
Copy of Report Card

For Office Use Only
Reference Number: _____
Application received on ___ / ___ / 20__
Applicant received /Mail sent* on ___ / ___ / 20__
Signed by _____

I. Personal Particulars

Name of Applicant: (Mr. / Miss*) _____ (English) _____ (Chinese)
 HKID No: _____ () Email Address: _____
 Telephone No: _____ (Office) _____ (Home) _____ (Mobile)
 Student ID No: _____ (if applicable) Status: Current student / Graduate / Withdrawn* Current class: _____ (if applicable)
 Year of admission: _____ Class first admitted: _____ Year graduated / withdrawn*: _____ Last class attended: _____

II. Application Item(s)

- Reference Letter (Please attach report cards / copies of extra-curricular activities / awards inside or outside school.)
- Letter of Proof : Study Level(s) EMI school Estimated Grades
 Others: _____ (Please specify.)
- Transcript (Form & Year: _____ & No. of copies: _____)
Note: \$25 for each copy
- Copy of Report Card (Form & Year: _____ & No. of copies: _____)
Notes:
i. \$25 for each copy
ii. Part IV could be left blank if only copy of report card is requested.
- Others: _____ (Please specify.)

III. Reason(s) for Application

- Transfer to Another Secondary School Further Studies in Hong Kong Overseas Studies Employment
- Others: _____ (Please specify.)

IV. Details of the Program/ Course (if applicable)

Name of the Program / Course:	_____
Name of the Institution / University:	_____
Level of Study:	<input type="radio"/> Sub-degree (e.g. Higher Certificate / Diploma, Associate Degree, etc.) _____ (Please specify.) <input type="radio"/> Degree (e.g. BA, BBA, etc.) _____ (Please specify.) <input type="radio"/> Postgraduate (e.g. MA, etc.) _____ (Please specify.) <input type="radio"/> Others: _____ (Please specify.)

**Please delete if appropriate.*
Tick in the correct box(es).

For Office Use Only

Reference Number: _____

Bishop Hall Jubilee School

Collection of Reference Letter / Letter of Proof / Transcript / Copy of Report Card

Authorization Letter

____ / ____ / 20__

To whom it may concern

I authorize Mr. / Miss / Mrs.* _____, HKID No: _____ () to collect the Reference Letter / Letter of Proof / Transcript / Copy of Report Card * for me. He / She* will bring along a copy of my HK Identity Card for verification.

Thank you for your attention.

Yours faithfully

_____ (Signature of the Applicant)

_____ (Full Name of the Applicant)