

Baptist Lui Ming Choi Secondary School

Notes on Application for

Official Transcripts, Predicted Grades, Reference Letters, Report Cards and Testimonials

1. Application Procedure

- a. Application for Official Transcripts, Reference Letters, Report Cards and Testimonials must be submitted to the General Office, allowing a processing time of **10 working days**.
- b. The application form must be completed and submitted to the School General Office. The form can be obtained from the office or downloaded from <http://www.blmcss.edu.hk>.
- c. Documents must be provided to show the need for application.
- d. Prepare the necessary fees, such as postage and photocopying fee on your own.
- e. If you would like to apply for recommendation from a teacher, you can approach the specific teacher directly.

2. Official Transcript (成績單) / Predicted Grades (成績預測): Shows a list of the student's academic results and conduct grades from the first year of admission to the year of graduation / withdrawal or prediction of applicants' grades to be obtained in the forthcoming HKDSE Examination

Graduates must apply **in person** at the School General Office for the Official Transcript / Predicted Grades.

Details are as follows:

- a. Documents must be provided together with the application.
- b. A request form must be completed.
- c. Official Transcripts will be sealed and mailed to the school/organization directly.
- d. Only **ONE** original official transcript copy will be issued. Other copies will be **duplicate copies** only.

3. Reference Letters (推薦信): Shows the student's year of admission and year of withdrawal / graduation and general information concerning our school, teachers' comments on the student, a summary of student's extra-curricular activities and recommendation of the Principal

- a. **By Teacher** (e.g. your class teachers and subject teachers, etc.)
Students can approach specific teachers directly for personal reference letters.
- b. **By the School**
Students must complete the request form and submit it with the official documents to the School for School Reference Letters. The normal processing time is **10 working days**.
- c. **Special Recommendation Letter**
A request for Special Recommendation Letter must be accompanied with necessary documents for processing.

4. Leaving Testimonials (離校證明書): Shows the student's year of admission and year of withdrawal / graduation and general information of our school

- a. Leaving Testimonials of Form 6 Gradates
- b. Leaving Testimonials include Form 5 Graduation Testimonial and Form 7 Leaving Certificate (Only applicable to the graduates in /before 2012)

5. Report Card / Student Learning Profile (SLP) (成績表 / 學生學習概覽)

- a. Only **ONE original** Report Card / SLP will be issued. Please ensure that your Report Card and SLP are kept safely.
- b. Graduates can request certified true copies from the School with provision of your photocopies of Report Cards / SLP. **Three working days** should be required for processing the application.
- c. Application for SLP is only applicable to F.6 graduates from 2012 or after.