



# Baptist Lui Ming Choi Secondary School

Address: 11 Yuen Wo Road, Lek Yuen Estate, Shatin, N.T.

Tel: 2692 2161 Fax: 2691 5406 Website: [www.blmcss.edu.hk](http://www.blmcss.edu.hk)

**For Office Use Only**  
Application received  
on: \_\_\_\_/\_\_\_\_/\_\_\_\_

## REQUEST FOR REFERENCE LETTER (S)

**Processing Time:**  
**10 working days**

### I. Personal Particulars (\*Please delete as appropriate)

Applicant's name (Mr / Ms\*): \_\_\_\_\_  
(in English) (in Chinese)

HKID No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Telephone No.: (Office) \_\_\_\_\_ (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Year of admission: \_\_\_\_\_ Class first admitted: \_\_\_\_\_

\*Present class: \_\_\_\_\_ / Year graduated / withdrawn: \_\_\_\_\_ Class when left: \_\_\_\_\_

### II. Recipient(s) of Reference Letter(s)

Name & address of organization / institute (Please write clearly to avoid postal errors)	Country	No. of copies

### III. Programme of Study (\*Please as appropriate)

- Another secondary school  IVE
- High Cert / Diploma in \* \_\_\_\_\_  Associate Degree
- Exchange program e.g. AFS  Overseas institute
- Others (Pls specify): \_\_\_\_\_

**If you need a letter stating ONLY your predicted grades, please submit a SEPARATE application form (Request for Transcript(s)/Predicted Grades of Academic Record).**

- Do you need to have your predicted grades included in the reference letter? Yes  No
- If you wish to have your reference letter written in Chinese, you must clearly state it in this form. Chinese version

### IV. Collection of Reference Letter(s) (\*Please tick or delete as appropriate)

I prefer to let you seal the reference letter(s) in BLMCSS envelope / the envelope provided \* and the sealed reference letter(s) to be

- sent out directly to the organization / institute.
- collected in person by me / my authorized representative\*.
- Authorization for collection of reference letter(s)

I authorize Mr / Ms \* \_\_\_\_\_ to collect my reference letter(s) for me.

(He / she \* will bring along a copy of my HK identity card for your verification.)

V. **Supplementary information**

You are advised to fill in supplementary information **if you are applying for overseas institutes, scholarships or awards since adding further information can help us write your reference letter with more detailed evidence, which may increase the success rate of application.** You can add an additional page if necessary. However, you should make the information **brief and tidy.** Printed documents are preferable.

1. **Self-introduction** (The information may include your character, academic achievement, social interaction, talent, contributions to the (school) community, potential for leadership and / or why you think you are eligible for the programmes / institutions / scholarships / awards. Also, you may add any supplementary information such as your resume listing the activities you have joined **outside the school or specific awards. Most importantly, be brief and systematic.** )

2. **Comments from other teachers** (You can request any specific teacher like your class teacher, subject teacher or advisor of the society/club/interest club, with whom you are familiar, to write comments on you if you think the comments or compliments can help the admission officer/ organizer have a better understanding of yourself. However, you should **get his / her approval first** and give him / her **sufficient and reasonable amount of time to do the task.**

Name of teacher/advisor:

Post of teacher/advisor:

Your relationship with student:

How long you have known the student:

Additional information (when necessary):

Comments:

\_\_\_\_\_ (signature of applicant) \_\_\_\_\_ (Date)

**Reference letter(s) received by:**

\_\_\_\_\_ (signature of applicant / authorized representative\*) \_\_\_\_\_ (Date)

**FOR OFFICE USE**

**Reference letter(s) prepared by:** \_\_\_\_\_ ( / / ) **Checked by:** \_\_\_\_\_ ( / / )

**Sent out / Obtained on :** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_