



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

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*Present class: _____ / Year graduated / withdrawn: _____ Class when left: _____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)

(1) Name of organization / institute (2) The programme you are applying for	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.)

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CV for Application of Reference Letter / Scholarships / Awards

Name: _____ Class: _____ Class No. : _____

I. Academic Performance (Last year)

F. _____ Class Rank: _____ Form Rank: _____ Av marks: _____ Conduct: _____

Award:

Year (reversed chronological order)	Subject Prize	Remarks

II. Non-academic capability

Leadership

Year (reversed chronological order)	Organization	Activity / club	Position	Award

Please turn over the page and finish the remaining part.

