



# Hoi Ping Chamber of Commerce Secondary School

旅港開平商會中學

For Office Use Only

Application received on

\_\_\_ / \_\_\_ / \_\_\_

## Request for Recommendation Letter / Certifying Letter / Transcript / Predicted Levels

### I. Personal Particulars

(\*Please delete if inappropriate)

Name of Applicant: (Mr / Ms*) _____ (English) _____ (Chinese)
HKID No: _____ ( )      Email Address: _____
Telephone No: _____ (Office) _____ (Home) _____ (mobile)
Student ID No: _____
Year of admission: _____      Class first admitted: _____
Present class: _____      Year graduated / withdrawn*: _____      Class when left: _____

### II. Application Item(s)

- Reference Letter     
 Certifying Letter     
 Transcript     
 Predicted Levels     
 Others \_\_\_\_\_  
(Please specify)

### III. Recipient(s) of Reference Letter / Certifying Letter / Transcript / Predicted Levels

Name & address of organization / institute (Please state clearly to avoid postal errors)	Country	No. of copies	Special Requests (with reasons)

### IV. Programme of Study / Purpose of the Application

- Another Secondary School       Overseas institute  
 High Certificate / Diploma\* in \_\_\_\_\_       Associate Degree  
 Exchange program (e.g. AFS)       IVE  
 Others: \_\_\_\_\_ (please specify)

### V. Collection of Reference Letter / Certifying Letter / Transcript / Predicted Levels

The reference letter / certifying letter / transcript / predicted levels will be sealed in the envelope provided and to be

- Sent out directly to the organization / institute     
 Collected in person by me / my authorized representative\*

### VI. Remarks: \_\_\_\_\_

### VII. Authorization for Collection of Reference Letter / Certifying Letter / Transcript / Predicted Levels

- I authorize Mr / Ms\* \_\_\_\_\_ (HKID No. \_\_\_\_\_) to collect the Reference letter / Certifying letter / Transcript / Predicted Levels for me. (He / She \* will bring along a copy of my HK Identity card for verification.)

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

\_\_\_\_\_ (Date)

### Letter / Transcript received / Predicted Levels by

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

### FOR OFFICE USE

Reference Letter / Certifying Letter / Transcript / Predicted Levels prepared by: \_\_\_\_\_ ( \_\_\_ / \_\_\_ / \_\_\_ )

Checked by: \_\_\_\_\_ ( \_\_\_ / \_\_\_ / \_\_\_ )      Sent out / Obtained on: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### Predicted Levels Form

To: Subject teachers

Please enter the predicted levels of different subjects in Hong Kong Diploma of Secondary Education Examination for Mr/Ms \_\_\_\_\_ in order to assist his / her application for overseas studies.

Thanks a lot.

Subjects	Predicted HKDSE level	Signature of Subject Teacher
English Language		
Chinese Language		
Liberal Studies		
Mathematics (Compulsory)		
Mathematics (M1 / M2)		
BAFS		
Biology		
Chemistry		
Chinese History		
Chinese Literature		
Economics		
Geography		
History		
ICT		
Physics		
Visual Arts		



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## Information on issuing of Reference Letter / Certifying Letter / Transcript / Predicted Levels

### A. Reference Letter / Certifying Letter / Transcript / Predicted Levels

1. Applicants (current students/ graduates) applying for these documents should fill in an application form and provide evidence to support the application (e.g. letter applying for admission to an overseas university).
2. The application form can be obtained from the School General Office or downloaded from the School webpage.
3. Current students should submit the application form via their class teachers.
4. Current students should invite a teacher to write the draft if a letter of recommendation is needed.
5. The required document will be available for collection **10 working days** after the date of application.
6. The applicant should collect the document in person from the General Office. If the applicant is unable to do so, he/she can authorize a representative to collect the document. The representative should bring along a copy of the applicant's HK identity card for verification.
7. The document can be sent directly to the institution concerned by the office on request. Addressed envelope(s) with adequate postage stamp(s) should be provided by the applicant upon application.
8. For any enquiries, contact Miss Tong / Miss Yeung at 2712-3107 during the office hours.

### B. Important Note:

Official documents are **valuable personal records** and should be kept properly. Students should **always keep the original copy of the document** and give away certified true copies, if necessary.