

Request Form for Teacher's Recommendation

Student Name: (In Class)	(According to ID)	(In Chinese)	Class: No:
University	Major	Deadline of Application	Letter / Form / Online
			<input type="checkbox"/> Letter <input type="checkbox"/> Form <input type="checkbox"/> Online
			<input type="checkbox"/> Letter <input type="checkbox"/> Form <input type="checkbox"/> Online
			<input type="checkbox"/> Letter <input type="checkbox"/> Form <input type="checkbox"/> Online
			<input type="checkbox"/> Letter <input type="checkbox"/> Form <input type="checkbox"/> Online
			<input type="checkbox"/> Letter <input type="checkbox"/> Form <input type="checkbox"/> Online
Referee's Name:		Referee's Signature:	

For the concern of students:

- Please submit this form with the following documents to your referee, and allow around 10 working days of processing:
 - ☐ Request Form for Teacher's Recommendation
 - ☐ Photocopies of F.4 and 5 student reports
 - ☐ Student portfolio with proof of awards (a record of your achievements, extra-curricular activities and public exam qualifications obtained)
 - ☐ Envelope with mailing address of the university if you need a letter or form to be sent to the university

For the concern of referee:

- Please sign on the "Request form for Teacher's Recommendation".
- The processing time of the teacher's recommendation form/letter is 10 working days.
- When the recommendation form/letter is completed, please bring it along with the "Request form for Teacher's Recommendation" to the Office for affixing School Chop and envelope sealing.
- Please return the sealed recommendation form/letter to the student.