

### 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		
<b>Referee's Name:</b>			<b>Referee's Signature:</b>		

For the concern of students:

- Please inform the respective teacher with the relevant information for the recommendation letter.
- Please submit this form with the following documents to Career and Life Planning Team, and allow 10 working days of processing:
  - ☐ Application for Academic Documents Form (with signatures of applicant and applicant's guardian)
  - ☐ 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)
  - ☐ Mailing address of the university if you need a letter or form with envelope to be sent to the university

For the concern of referee:

- The processing time of the teacher's recommendation form/letter is 10 working days.
  - When the recommendation form/letter is completed, please submit with the required method as stated
- \*If a School Chop is required, please bring the Request Form for Teacher's Recommendation and Application for Academic Documents Form to the Office for processing