

United Christian College (Kowloon East)
Reference Letter / Recommendation Letter
Request Form (S.1-5)

Name of student (in full): _____ (English) _____ (Chinese)

Mobile No.: _____ Class: S. _____ Class number: _____

Date of application: _____ / _____ / 20____

Student ID: s _____ Year of Graduation: 20____ (if applicable)

I. Requirement and format of the letter(s) request

No. of copies: _____

Language written: ☒ English (should a reference letter written in Chinese is needed, please inform the school in advance.)

Indication of Referee* (optional): _____

Format: ☐ Hard Copy Remarks: In a sealed envelope (Address: _____)

☐ Soft Copy (emailed to: _____)

*Please indicate referee(s) (i.e. Form teacher, subject teacher, etc.) for the Principal to make reference to when preparing your reference letter.

II. Purpose of the letter(s) request

☐ Another secondary school/high school in Hong Kong/other countries

(Name: _____ Country: _____)

☐ Scholarship application (Name of scholarship: _____)

☐ Others (Please specify: _____)

III. Experience and achievements for reference (Optional)

Please state your important experience/achievements on the next page as reference for the referee. A Curriculum Vitae (if any) could also be attached to this request form. The information provided by the applicant will only be for reference only when drafting the reference letter. Extra page(s) can be attached as appendix and a copy of the awards/certificates should be provided for verification purpose.

IV. Important note to applicant

1. Submission of application

➤ By email: Send the completed form to reference@uccke.edu.hk

➤ In person: Return the form to the General Office.

2. Please allow **14 SCHOOL DAYS** for the school to process the application.

3. Special request

➤ In case the letter needs to be sent directly to the university/institution, please tick the box 'In a sealed envelope' and provide us with the address of the recipient. However, it is your responsibility to send it to the university/ institution.

----- **FOR OFFICE USE ONLY** -----

Handled by: _____

Request form received on: _____

Teacher-in-charge: _____

Date of collection: _____

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Additional Information for Reference Letter:

A. Academic Achievement

Date	Achievement/Awards/Experience	Organization	Details

B. Non-Academic Achievement / Experience (e.g. voluntary work)

Date	Achievement/Awards/Experience	Organization	Details

C. Other Relevant Information (career aspirations)

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