

Requesting Teachers for Recommendations

Notes to student

1. Students must seek the approval of the teachers concerned before putting down their names as referees on the application form for recommendations. (Please see overleaf.)
2. The application for recommendations will be processed starting from the day when the “Requesting Teachers for Recommendations” form is submitted to the office. The application for “Transcripts / Recommendations / Testimonials” form must also be duly completed.
3. It will take **THREE WEEKS** for recommendations to be processed and completed.

September 2015
al/d:/New Forms for Transcript/Requesting Teachers for Recommendations.doc

Requesting Teachers for Recommendations

I, _____ (_____) plan to :
(Full Name) (Class & Class no.)

- continue my studies overseas next term / year *
- apply for Gifted Education Programme
- apply for University Summer / Winter * Programme
- apply for Scholarship / External * Award

*(Please put a '✓' in the appropriate box and *delete where appropriate)*

I would like your recommendation for my application. Please sign below if you would grant my request.

Name of Teacher	Identity (HR / AHR / Subject Teacher) <i>(Please indicate which subject)</i>	Signature
1.		
2.		
3.		

To be returned to the office with Application Form for Transcripts / Recommendations / Testimonials

For Office Use only:

To : _____

Date : _____

Application for Transcripts / Recommendations / Testimonials

All students, with the exception of S6 requesting transcripts, recommendation letters and testimonials, must ask their parents to write a letter to school stating the reasons for application. If the request is justified, the student will be asked to collect an application form from the Office. S6 students can simply obtain an application form from Mrs. Alice Lai at the Office.

Please note that neither the Principal nor the teaching staff will provide students who intend to transfer to another local school with recommendations. Our school expects our students to complete all the six years of their secondary education at Marymount.

Students must supply information about themselves and the details concerning the application on the form. **If the student requires a teacher recommendation, she must first make a request to the teacher and seek his / her approval before putting his / her name down on the form.**

On completing the form, the student should return it to Mrs. Alice Lai at the Office and pay the fees for processing the application. In addition, the student will have to pay for any postage involved in advance.

Charges

Testimonial	- First application	Free
	- Additional copies	\$25 each
Transcript & Recommendation	- First application	Free
	- Additional applications	\$25 each
Transcript only	- First application	Free
	- Additional applications	\$25 each
Letter of Certification		\$25 each

Please note:

- Confidential recommendation letters and transcripts will only be sent to appropriate authorities directly at a known address.
- A testimonial equivalent to an open recommendation can be obtained upon official withdrawal from school.
- The school will only process up to **4** applications to high schools/universities per student. UCAS and Common Application are as counted as **1** application respectively.
- An application normally takes **3** weeks to process.
- The deadline for application at the end of the school year is the last week of May for S6 students, and the last week of June for students of all other levels.
- Invigilation for overseas admissions tests or entrance exams are tentatively scheduled on the first week of December, the last week of January, and the last week of February for students who need this service.

Students who fail to comply with the above regulations will not get their application processed. Any student who has questions concerning her application can contact Ms. Yvonne Wong.

Application for Transcripts / Recommendations / Testimonials

1. Name : _____ Class : _____
(in English as shown on ID Card) other name (not on ID Card) Chinese

(Former student: Please state the year of graduation - Class _____ in _____ or the year you left MSS _____)

Contact Number : _____ (Home) / _____ (Mobile)

Email Address : _____

2. Please check the appropriate box(es) :

(No. of copies : _____)

Transcript []

Recommendation []

Testimonial []

Letter of Certification []

1. _____ 2. _____

(name of teachers)

3. Please state reason(s) for applying

4. State posts held/extra-curricular activities participated with dates

_____	_____
_____	_____
_____	_____
_____	_____

5. Internal and External Awards/Certificates (if any) with dates

_____	_____
_____	_____
_____	_____
_____	_____

6. Courses taken outside school with dates (e.g. French, Piano, Dance, etc.)

_____	_____
_____	_____
_____	_____
_____	_____

7. Hobbies/Interests

Special Talents

_____	_____
_____	_____
_____	_____

- **S5 and S6 students are strongly advised to prepare a comprehensive and detailed Portfolio to your teacher to prepare Recommendation Letter.**
- Confidential **recommendation letters** and **transcripts** will only be sent to appropriate authorities directly at a known address. A **testimonial** equivalent to an open recommendation can be obtained upon official withdrawal from school or through special request by parents.
- Reports will only be issued to a student who has attended school for two months or more (excluding holidays) of a new term.

(For Office Use Only)

Deadline for Completion :

Please state address(es) below if necessary and pay the following charges to Mrs. Alice Lai at the office.

School Name: _____
 Address : _____

 Application Deadline : _____

School Name: _____
 Address : _____

 Application Deadline : _____

School Name: _____
 Address : _____

 Application Deadline : _____

School Name: _____
 Address : _____

 Application Deadline : _____

For Office Use Only : *No. of Schools Applied* _____ (Maximum : 4)

Charges

- Testimonial - First application Free
 - Additional copies \$25 each
- Transcript & Recommendation - First application Free
 - Additional applications \$25 each
- Transcript only - First application Free
 - Additional applications \$25 each
- Letter of Certification \$25 each

<u>Application</u>	<u>Transcript</u>	<u>Recommendation</u> <u>Letter</u>	<u>Testimonial</u>	<u>Letter of Certification</u>
1 st	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 nd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 rd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(a) Payment for application(s) : \$ _____

Postage	Weight upper limit	Amount	Delivery Standard Working Day(s)
Local Mail (small letter)	50g	\$2.00	1
Air Registered Mail	50g	~\$22.9	7 - 16
Speed Post (Standard Service)	30kg	~ \$234	2 (at the earliest)
Federal Express	500g (envelope)	~\$300	The fastest way than the above

(b) Payment for postage : \$ _____

Total amount (a) + (b) : \$ _____

Paid on _____ / _____ / _____