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

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 When First Admitted: _____

Present Class: _____ Year Graduated / Withdrawn*: _____ Class When Left: _____

II. Application Item(s)

☐ Reference Letter ☐ Certifying Letter

☐ Transcript *($35 per copy)* ☐ Others: _____ (Please specify)

III. Reason(s) of the Application

☐ School Transfer ☐ Job Application

☐ Further Studies ☐ Exchange Programme

☐ Others: _____ (Please specify)

IV. Recipient(s) of Reference Letter / Certifying Letter / Transcript

Name of Organization / Institute	Country	Special Requests (with reasons)

V. Collection of Reference Letter / Certifying Letter / Transcript

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

☐ Sent directly to the organization / institute by post ☐ Collected in person by me / my authorized representative*

VI. Remarks: _____

VII. Authorization for Collection of Reference Letter / Certifying Letter / Transcript

☐ I authorize Mr / Ms*_____ (HKID No._____) to collect the Reference Letter / Certifying Letter / Transcript for me. (He /She* will bring along a copy of my HK Identity card for verification.)

_____ **(Signature of Applicant)** _____ **(Date)**

Letter / Transcript received by

_____ **(Signature of Applicant / Authorized Representative*)** _____ **(Date)**

FOR OFFICE USE

Reference Letter / Certifying Letter / Transcript prepared by: _____ (_____ /_____ /_____)

Checked by: _____ (_____ /_____ /_____) Posted / Obtained on: _____ / _____ / _____

Application fee for transcript: HK$35 *____ (no. of copy) =$____ Received by _____ (_____ /_____ /_____)

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Information on Issuing of
Reference Letter / Certifying Letter / Transcript

A. Reference Letter / Certifying Letter / Transcript

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 downloaded from the school webpage.
3. Current students should submit the application form via their class teachers.
4. Current students should write a draft if a letter of recommendation is needed and send it to school.
5. The required document will be available for collection ***10 working days*** after the day 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. Starting from 1 January 2025, the application fee for transcript is ***HK$35 per copy*** and is ***NOT*** refundable.
8. For any enquiries, please contact General Office 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.