

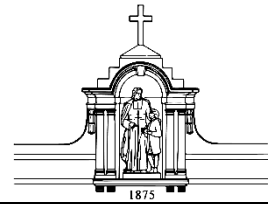
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Date of Submission (for school office): \_\_\_\_\_



## St. Joseph's College

7 Kennedy Road, Central, Hong Kong.  
Tel: 3652 4888 Fax: 2877 0232



### Career Guidance Team

### Application for Letter of Recommendation

#### Personal Information of Applicant

Full Name (English): \_\_\_\_\_

Full Name (Chinese): \_\_\_\_\_

Class: \_\_\_\_\_

Class Number: \_\_\_\_\_

Form Teacher: \_\_\_\_\_

Applicant's mobile phone number: \_\_\_\_\_

Parent's mobile phone number: \_\_\_\_\_

#### Instructions for Application

To ensure your application is processed smoothly, please follow the steps below:

1. Complete the Google Form using your SJC google account.
2. Use the link or scan the QR code provided on page 2 to access the Google Form.
3. Fill in all required sections of the form, including your personal particulars, academic achievements, extra-curricular activities, and other relevant details.
4. Submit Supporting Documents.
5. Upload scanned copies in PDF format of all proofs related to awards, scholarships, external exam results, certificates etc. mentioned in the form.
6. Ensure that all uploaded documents are clear, legible, and properly named (e.g., "JohnChan\_OutstandingStudentAward2023.pdf").
7. Note: Any achievements or qualifications mentioned in the Google Form without proper documentation will not be included in the letter of recommendation.
8. It takes at least 5 school days to prepare the letter of recommendation after the submission of the hard copy of this form to the school office at 7K campus.

[Type here]

Date of Submission (for school office): \_\_\_\_\_

### **Declaration**

We, the undersigned, declare that all the information provided in the Google Form and the supporting documents submitted are accurate and truthful to the best of our knowledge. We understand that any false, fabricated, incomplete, or misleading information is a violation of the law and may lead to serious consequences, including disqualification from the application process and legal action.

Signature of Applicant: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

### **Additional Notes:**

If you encounter any issues while filling out the Google Form or uploading documents, please contact Ms. Teresa Lee at [tlee@sjc.edu.hk](mailto:tlee@sjc.edu.hk) for assistance.

### **QR Code for Google Form**



<https://forms.gle/gxV3eMRG3z24RjAh9>