

YING WA COLLEGE
Application for Recommendation Letter

For School Use Only
Application received on _____

Information on Application for Recommendation Letter

1. A recommendation letter will be issued to students upon request. Proof of requirement may be required.
2. Students must complete **all** the information in the form otherwise the application would not be processed.
3. **At least 20 school days** are required to process the application. Make preparation well ahead of deadlines to avoid delay. Documents are only issued during normal school days.
4. Submit the completed application form to the collection box at the College Office.
5. For any enquiries, contact Ms. Siu Man Yee Joyce at Staff Room C702 (extension: 838) during school hours.

I. Personal Particulars

Student's Full Name: _____ (English) _____ (Chinese) Date of Birth (DDMMYY): _____

Class & No.: S. _____ () Year: 202____ - 202____ Student's Telephone No.: _____

Intended programme and university: _____

Application ID (if applicable): _____ Application Deadline: _____ Means of Submission: _____

II. A Brief Description about Yourself

Strengths: _____

Aspirations: _____

Extra-curricular activities (select 5 ECA that can highlight the essence of your recent personal development):

Prizes, scholarships, awards and other qualifications:

Signature of student's parent: _____

Date of Submission: _____