



恒生商學書院

HANG SENG SCHOOL OF COMMERCE

ADDRESS: HANG SHIN LINK, SIU LEK YUEN, SHATIN, NT

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E-MAIL: school@hssc.edu.hk

For Office Use Only

Application received on: _____

Reference no. F : _____

Letter to be issued by: _____

APPLICATION FOR REFERENCE LETTER

I. Personal Particulars

Name (in English): _____

(in Chinese): _____

HKID No. _____

Student ID. No. _____

Contact No.: _____

Email: _____

II. Purpose of Reference Letter

Work

Company Name: _____

Job Title: _____

Study

UCAS

Non-JUPAS (AD)

Non-JUPAS (TU)

Programme applied: _____

Name of Institution: _____

Scholarship

Name of Scholarship: _____

Name of Organization: _____

Others (please specify): _____

Name & address of the recipient of the reference letter: (Use additional sheet if needed)

III. Personal Statement

Certificates / Qualifications obtained, with dates in chronological order. (Use additional sheet if needed)

Certificate / Qualification	Issued by	Date

Extra-curricular activities (the latest 4 years) (Use additional sheet if needed)

Activity	Organization	Date

Please write an essay of around 50 words about yourself (characters, strengths & weaknesses, etc.)

I have consulted the following Professor / Tutor as my referee. He/she would like to provide a reference for me.

Name of Professor / Tutor: _____

Signature of Professor / Tutor: _____

Note:

1. Please attach photocopies of
 - a) all your public examinations results (eg. HKCEE, HKAL, LCCI, TOEFL, IELTS, etc)
 - b) all your Hang Seng School report cards;
 - c) all relevant documents concerning certificates and qualification obtained.
2. Please allow at least *10 working days* to process your reference letter.
3. Please return this application form to **Mr. Man, Assistant Student Services Officer (Careers Office, Room N006, G/F, New Teaching Block)**.

Signature of Applicant: _____ Date: _____

Remarks:

1. The accuracy of the data provided may affect the process of your application. Insufficient information may prolong the application process.
2. The form will be kept as personal files, accessible to relevant personnel as well as the student concerned.
3. The form will be destroyed after the reference letter is issued.
4. The student has a right of access and correction concerning the personal data provided by means of the application form. Enquiries should be addressed to: Head of Student Services and Activities, Hang Seng School of Commerce, Siu Lek Yuen, Shatin, N.T.