

ELCHK Lutheran Academy

Request for Student Records / Reference

Date: _____

Class: _____ Official name on ID card/passport: _____
(This name will appear on the reference letter/proof of study)

Student number: _____

ID card/passport no. to be shown on the reference letter/proof of study: _____

Please complete the form very carefully and accurately. Make sure you allow at least 10 working days for referee(s) and administrative staff to process your reference request.

Points to note when completing the request form:

1. As an alternative to requesting multiple copies of transcripts with the school, parents can make solemn declaration or oath of the school transcript at the Home Affairs Enquiry Centres. Please contact the Home Affairs Department for enquiries.
2. If posting documents to institutions or prospective employers is required, parents are responsible for posting and bearing all administrative charges & postage charge.

Requested item(s):

Progress Report / Transcript (Remark(s) _____)

Please specify the year and semester for the progress report / transcript needed

Proof of study (Chinese Version / English Version*)

**Delete as appropriate*

Teacher Reference (please complete Section A to C)

Section A

Please only request a maximum of 2 referees to provide you with references

Name of referee	Reasons for requesting reference	How could the reference support your application for further study?
E.g. Mr. CHAN	E.g. to support university application of studying Statistics	E.g. Mr CHAN has been my Maths teacher for 3 years and he has good understanding of my academic performance in Maths

Section B

Institution	Programme choices	What format of reference does the institution require the referee to complete? (E.g. Online reference form, Official reference form, Confidential reference letter)	Due date
1	1) 2) 3)	<input type="checkbox"/> Online reference form <input type="checkbox"/> Official reference form * <input type="checkbox"/> Confidential reference letter	
2	1) 2) 3)	<input type="checkbox"/> Online reference form <input type="checkbox"/> Official reference form * <input type="checkbox"/> Confidential reference letter	
3	1) 2) 3)	<input type="checkbox"/> Online reference form <input type="checkbox"/> Official reference form * <input type="checkbox"/> Confidential reference letter	
4	1) 2) 3)	<input type="checkbox"/> Online reference form <input type="checkbox"/> Official reference form * <input type="checkbox"/> Confidential reference letter	
5	1) 2) 3)	<input type="checkbox"/> Online reference form <input type="checkbox"/> Official reference form * <input type="checkbox"/> Confidential reference letter	
6	1) 2) 3)	<input type="checkbox"/> Online reference form <input type="checkbox"/> Official reference form * <input type="checkbox"/> Confidential reference letter	

* Please provide the official reference form, if available, to the referee(s)

Section C

Please complete and print the Verification Form of Achievements.

Submit your Curriculum Vitae (C.V.) and hard copies of supporting documents (such as academic achievements, certificates of awards) together with the Verification Form of Achievements to the Career Counseling Team, for verification.

Remarks:

- Seeking guidance from the Career Counsellor, to make realistic and informed college and programme choices
- Seeking the teacher’s consent in providing academic reference before completing the reference request form
- Providing sufficient and relevant supporting documents to allow teacher referees to prepare the references
- Providing the copy of institution official reference form, if any, to the teacher referee
- Allowing 10 school days for the reference request to be processed by teacher referee, Career Counselling Team and administrative staff
- For the request of progress report, transcript, proof of study, you can submit the form directly to the general office. For the request of teacher reference, you need to submit the form and evidence of achievements in person to the Career Counseling Team at Room 505E.

Signature: _____

[For Office Use Only]

Request Received Date : _____

Processed by: _____