

Chan Sui Ki (La Salle) College
Career and Life Planning Section
Application for Reference Letter/ Transcript/ Certifying Letter

I am applying for

- Reference Letter (complete all parts)
- Transcript (complete part A and D only)
- Certifying Letter (complete part A and D only)

Part A – Personal Particulars

Name (English) _____ Class & Class No. _____
(exactly the same as on HKID Card) (for current students)

Name (Chinese) (if any) _____ HKID No _____ (_____)

Contact Phone No. _____ Email _____

Year of Admission & Class Admitted _____ Year of Leaving & Class Completed _____
(for graduates)

Part B – Details of Program/ Course (For Further Studies)

Name of Institution _____ Country/ Region _____

Name of Program (e.g. Associate in Statistics and Data Science, Bachelor of Engineering (Honours) in Electronic and Information Engineering)

Address of Institution _____

Part C – School Services/ Extra-Curricular Activities/ Awards

State the items most relevant in supporting your application

School Year	Activities/ Services (with Brief Description)	Role of Participation

Part D – Other Information (If any)

Special requirements or other supporting information you wish to be included in the letter.

Student's Signature

Parent's Signature

Date of Application