

# SKH Bishop Mok Sau Tseng Secondary School

## Application for transcript/ testimonial / letter of recommendation

### Notes:

1. Applicants should forward their application with a copy of the letter or application form from the school/organization which requires the transcript/ testimonial / letter of recommendation.
2. Applicants applying for a testimonial or letter of recommendation should hand in an English version of the activities, services and competitions joined (Section V).
3. In normal circumstances, **at least 10 working days** will be needed for the preparation of the document.
4. Transcript fee is \$20.
5. Applications may send the completed application form by e-mail to [info@mst.edu.hk](mailto:info@mst.edu.hk)  
OR hand in the completed form to the school office in person.

### I. Personal Particulars:

Name (in English): \_\_\_\_\_ Name (Chinese): \_\_\_\_\_

Telephone number: (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Email Address: \_\_\_\_\_

Year of admission: \_\_\_\_\_ Class first admitted: \_\_\_\_\_

Year left: \_\_\_\_\_ Class when left: \_\_\_\_\_

### II. Purpose of Application [Please tick the appropriate box]:

- Further studies                       Job application                       Scholarship  
 Others (Please specify) \_\_\_\_\_

### III. Documents requested [Please tick the appropriate box(es)]:

- Transcript                       Testimonial                       Letter of recommendation

### IV. Other information:

Document required on (date) : \_\_\_\_\_

- to Applicant                       to School / University                       to Employer

Name of school / organization: \_\_\_\_\_

Address of school / organization: \_\_\_\_\_

\_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

Name of the last form teacher and class : \_\_\_\_\_

**V. Participation in Activities at school** (Applicants applying for a transcript only do **NOT** need to complete this section)

**1. Extra-curricular Activities**

	Year (e.g. 2009-2010)	Post held (e.g. Publicity Secretary, Prefect team leader )	Name of Club/House (e.g. English Society, Prefect)
School			
Outside school			

**2. Competitions**

Year (e.g. 2009-2010)	Names of Scholarships, Prizes and Awards (e.g. 61st Schools Speech Festival- English Section)	Organization	Prizes / Awards (if any)

**3. Community Services**

Year (e.g. 2009-2010)	Post held (e.g. Flag selling)	Organization (e.g. Po Leung Kuk)

**4. Scholarships**

Year (e.g. 2009-2010)	Name of scholarships	Organization (e.g. SKH Bishop MSTSS)

Applicant's Signature: \_\_\_\_\_

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