

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
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: _____