

# HKCCCU Logos Academy

## Application Guidelines for Reference Letter / Certifying Letter / Transcript

### Application Notes:

1. Please fill out the application form in Adobe Acrobat Pro or Reader DC and save the completed form.
2. Please allow **at least** 15 working days for processing each application upon receipt.
3. The reference letter and predicted grades for university application are to be sent directly to the institution(s) concerned.
4. Personal data provided on this form will be used by the school for the sole purpose of processing this application. All information provided will be destroyed once it is no longer needed for the application.

### Application Procedures:

- 1 •Applicant / Parent or Guardian of Applicant submits the **application form (available on the School Website)** in PDF format to **careers@logosacademy.edu.hk**.
- 2 •Teachers of Careers and Life Planning Team confirm the application fee and reference number with the applicant / parent or guardian of applicant.
- 3 •For **current FS1 to MS3 students**: The **first copy** of any of the items in **each academic year** is **free-of-charge**. An administrative fee of **HK\$25** for **each additional copy afterwards** will be charged.  
•For **current MS4 students**: The **first THREE copies** of any of the items are **free-of-charge**. An administrative fee of **HK\$25** for **each additional copy afterwards** will be charged.  
•For **alumni**, an administrative fee of **HK\$25** will be charged for **each copy**.
- 4 •For **current students**: Please submit the **payment form** (available on the School Website and at the General Office on Campus 2) with parent's signature to the **General Office on Campus 2**.  
•For **alumni**: Please submit the **payment form** by email at **careers@logosacademy.edu.hk**.
- 5 •For **current students** whose application is received **on or before June 29**, the school will collect the fee via the student's **eClass ePayment** System upon the submission of the Application Form and the Payment Form with parent's signature.  
•For **current students** whose application is received **on or after June 30**, please send a cheque payable to "The HKCCCU Logos Academy Management Committee Limited" to the General Office on Campus 2, with the **student's name, class, class number, parent's name, parent's contact number, and "Application for Academic Document"** written at the back of the cheque. A receipt will be issued by the Accounts Office within a month.  
•For **alumni**, please send a cheque payable to "The Hong Kong Chinese Christian Churches Union Logos Academy Management Committee Limited" to HKCCCU Logos Academy, No.1 Kan Hok Lane, Tseung Kwan O, N.T., with the **alumnus' full name, contact number and "Application for Academic Document"** written at the back of the cheque. A receipt will be issued and can be picked up at the General Office on Campus 2 within a month upon request.

### Notes to MS4 IB Students Applying to Universities / MS4 DSE Students Applying to Universities in Other Countries:

Note 1: Students can only **choose ONE** of the preferred referee teachers to write a reference letter for the application to universities.

Note 2: For IB students applying for **HKU, HKUST and CityU**, we will upload the student's letter of predicted grades to the institute concerned.

Note 3: IB Students who wish to apply to **CUHK, PolyU, HKBU, LingnanU and EduHK** can upload a scanned copy of his/her letter of predicted grades to the application system of corresponding universities by himself/herself. Students **DO NOT** need to apply for a copy of the letter of predicted grades.

Note 4: For IB Students, a confidential reference letter is a required document for the application to **HKU, CUHK and HKUST**. However, it is optional to provide a confidential reference letter for the application to **CityU, PolyU, HKBU, LingnanU and EduHK**.

Note 5: IB Students who wish to apply to local universities can upload a set of scanned copy of his/her academic report cards (i.e. yearly report cards from **MS1 to MS3**) to the application system of corresponding universities by himself/herself.

# HKCCCU Logos Academy

## Application Form for Academic Documents

### SECTION I DETAILS OF APPLICANT

- Name of Student (English): \_\_\_\_\_ (Chinese): \_\_\_\_\_
- HKID Card No.: \_\_\_\_\_ ➤ Date of Birth (DD/MM/YYYY): \_\_\_\_\_
- Class and Class No. (For current students): \_\_\_\_\_ (\_\_\_\_\_)
- Year of Graduation or Leave (For alumni or withdrawn students): \_\_\_\_\_

### SECTION II APPLICATION DETAILS (May request more than one kind of document)

<i>Please tick as appropriate</i>	<b>No. of copies</b>
<input type="checkbox"/> <b>Letter of Certification</b> <i>It is to verify the name of student, period of study at Logos Academy, the medium of instruction of the school, etc.</i>	
<input type="checkbox"/> <b>Certified True Copy of Academic Report Card (Academic Transcript)</b>	
<input type="checkbox"/> <b>Reference Letter</b> <i>Purpose of Application:</i> <input type="checkbox"/> For university application (Please complete Section III) <input type="checkbox"/> For other purpose (please specify): _____ _____ <i>Preferred referee teachers: (You can invite a maximum of TWO teachers to be your referee(s) in the whole process of university application):</i> Name of Referee 1: _____ Name of Referee 2: _____	
<input type="checkbox"/> <b>Predicted Grades</b> <i>Mainly for MS4 students applying to overseas universities.</i>	

### SECTION III DETAILS OF UNIVERSITY APPLICATION

- Students who wish to apply to universities in the UK should complete **Table 1**.
- Students (**IB students only**) who wish to apply to universities in Hong Kong should complete **Table 2**.
- Students who wish to apply to universities in other countries (except the UK) should complete **Table 3**.

**Table 1: Application to universities in the UK**

Name of Institute	Name of Program	Referee (Note 1)
1.		<input type="radio"/> Referee 1  <input type="radio"/> Referee 2
2.		
3.		
4.		
5.		

**Table 2: Application to universities in Hong Kong**

Name of Institute	Application number	Name of Program	Document(s) required			Referee (Note 1)
			Predicted Grades	Reference Letter (Note 4)	Academic Report Card	
HKU		1. 2. 3. 4. 5.	✓ (Note 2)	✓	N.A. (Note 5)	○ Referee 1 ○ Referee 2
CUHK		1. 2. 3.	N.A. (Note 3)	✓	N.A. (Note 5)	○ Referee 1 ○ Referee 2
HKUST		1. 2.	✓ (Note 2)	✓	N.A. (Note 5)	○ Referee 1 ○ Referee 2
CityU		1. 2. 3.	✓ (Note 2)	□	N.A. (Note 5)	○ Referee 1 ○ Referee 2
PolyU		1. 2. 3.	N.A. (Note 3)	□	N.A. (Note 5)	○ Referee 1 ○ Referee 2
HKBU		1. 2. 3.	N.A. (Note 3)	□	N.A. (Note 5)	○ Referee 1 ○ Referee 2
LingnanU		1. 2. 3.	N.A. (Note 3)	□	N.A. (Note 5)	○ Referee 1 ○ Referee 2
EdUHK		1. 2. 3.	N.A. (Note 3)	□	N.A. (Note 5)	○ Referee 1 ○ Referee 2
		1. 2.	□	□	□	○ Referee 1 ○ Referee 2

**Table 3: Application to universities in other countries (except the UK)**

Name of Institute	Application number	Name of Program	Document(s) required			Referee (Note 1)	To be submitted by post or via online system	If submitted by post, please provide the mailing address
			Predicted Grades	Reference Letter	Academic Report Card			
		1. 2. 3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> Referee 1 <input type="radio"/> Referee 2	<input type="radio"/> Post <input type="radio"/> Online	
		1. 2. 3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> Referee 1 <input type="radio"/> Referee 2	<input type="radio"/> Post <input type="radio"/> Online	
		1. 2. 3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> Referee 1 <input type="radio"/> Referee 2	<input type="radio"/> Post <input type="radio"/> Online	
		1. 2. 3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> Referee 1 <input type="radio"/> Referee 2	<input type="radio"/> Post <input type="radio"/> Online	
		1. 2. 3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> Referee 1 <input type="radio"/> Referee 2	<input type="radio"/> Post <input type="radio"/> Online	

<b>For office use:</b>	
Application no.: CLP-_____-_____	Application received on: _____
Application completed on: _____	Application fee: HK\$_____
Payment method: <input type="checkbox"/> ePayment <input type="checkbox"/> Cheque	Payment received on: _____