

# 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 the application is completed.

### Application Procedures:

- 1 •Applicant / Parent or guardian of the 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 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** whose application is received from **1 October of a year to 30 June of the next year**, the school will collect the administrative fee via the student's **eClass ePayment** System upon the submission of the application form. The **payment form** is available on the School Website and at the General Office on Campus 2. Please submit the form with the reference number and parent's signature to the General Office on Campus 2.  
•For **current students** whose application is received from **1 July to 30 September of a year** or for **alumni**, please pay the administrative fee via online banking or ATM. The details are provided below.  
  
Name of Account: The Hong Kong Chinese Christian Churches Union Logos Academy Management Committee Limited  
Name of the Bank: Hang Seng Bank  
Bank Code: 024  
Account Number: 368-288908-669  
  
Please send the proof of payment (such as a screenshot of the online banking transaction record or a photo of the transaction advice) and the payment form (with the reference number) to **careers@logosacademy.edu.hk**. A receipt will be issued and can be picked up at the General Office on Campus 2 within a month after the payment.

### 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 to **HKU, HKUST and CityU**, the School 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.

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## Application Form for Academic Documents

### SECTION I DETAILS OF THE APPLICANT

- Full Name of Student / Alumnus (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): \_\_\_\_\_
- Name of the Applicant (if different from the name of student / alumnus): \_\_\_\_\_
- Contact Number of the Student / Alumnus / Applicant: \_\_\_\_\_

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

<i>Please tick as appropriate</i>	<i>No. of copies</i>
<input type="checkbox"/> <b>Certifying Letter</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): _____  Preferred referee teachers: (You can invite a maximum of <b>TWO</b> teachers to be your referee(s) in the whole process of university application):  Name of Referee 1: _____ (Subject: _____) Name of Referee 2: _____ (Subject: _____)	
<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 Programme	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.	✓ (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. 3.	✓ (Note 2)	✓	N.A. (Note 5)	○ Referee 1 ○ Referee 2
CityU		1. 2. 3.	✓ (Note 2)	<input type="checkbox"/>	N.A. (Note 5)	○ Referee 1 ○ Referee 2
PolyU		1. 2. 3.	N.A. (Note 3)	<input type="checkbox"/>	N.A. (Note 5)	○ Referee 1 ○ Referee 2
HKBU		1. 2. 3.	N.A. (Note 3)	<input type="checkbox"/>	N.A. (Note 5)	○ Referee 1 ○ Referee 2
LingnanU		1. 2. 3.	N.A. (Note 3)	<input type="checkbox"/>	N.A. (Note 5)	○ Referee 1 ○ Referee 2
EdUHK		1. 2. 3.	N.A. (Note 3)	<input type="checkbox"/>	N.A. (Note 5)	○ Referee 1 ○ Referee 2
		1. 2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	○ 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	

<p><b>For office use:</b>          Application received on: _____          Application completed on: _____          Payment method: <input type="checkbox"/> ePayment <input type="checkbox"/> Inter-bank Transfer <input type="checkbox"/> ATM</p>	<p>Application fee: HK\$ _____          Payment received on: _____</p>
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