

Solely for the use of Secondary student
僅供中學生使用



ISF 弘立

Secondary Office Use:

Form Received Date : _____

In Person (hardcopy) / By Email

Reference Request Form (2022/23)

Student Name : _____ Grade & Class : _____ Student No. : _____

Date of Birth : _____ Purpose : Transfer School : State Month & Year of Entry _____ (MM/YY)

Date Joined ISF : _____ Summer Programme / Others

Please observe the notes below. **Submit the form to Secondary Office or by email : secondary@isf.edu.hk**

- Closed References** will be provided to the institution **DIRECTLY**. Open references will not be provided. Copy of Reference will not be provided to parents, students and agencies.
- Parents / Guardians must provide **FULL information** of the student and the school(s) applied for.
- NO ISF Recommendation Form will be provided*** should the school(s) provided their own form to complete.
- Normal processing time: 1-5 institutions (14 working days) / 6 institutions & up (28 working days) from the date either receiving the Reference Request Form OR Institution sent email requests.**
- Reference Requests sent in during school holiday / summer break would be processed **AFTER** all staff returned to work / new academic year commenced.
- Cut-off date for requesting for 2022/23 reference is on 31 May 2023.**
- This Form does **NOT** serve as an official withdrawal notice. Voluntary withdrawal of a child requires **at least 3 months' notice** in writing to the school or 3 installments of tuition in lieu of notice. Please refer to the **Student Withdrawal** section in the 2022/23 Parent-Student Handbook.

Name of Institution	Country	Admissions Email address	How the institution obtains ISF recommendation (✓ ONE only)			
			US Schools Application System (please state: Gateway, SAO, Ravenna, etc.)	School Online form (School send directly to referee)	School Form (Paper form / Writable PDF)	ISF Recommendation Form *(Note 3)
1						
2						
3						
4						
5						

Name of preferred referee 推薦人姓名		Required (Yes / No)	
1	Secondary Principal provides 由中學校長提供	School Recommendation from School Administrator or Head Teacher (i.e. Principal) AND Release of Transcript 學校推薦 及 成績單	
2		English 英文科	
3		Mathematics 數學科	
4		Other subject 其他科目:	
5		Personal Recommendation (e.g. Assistant / Deputy Principal, Grade Level Leader, Head of House, Tutor etc.) 個人推薦 (如: 助理 / 副校長、年級組長、社監、導師等等)	
Other Option - No need for reference. Only send Academic Reports to the school(s) above. 其他選擇 - 不需要推薦。只需要把成績單發送到以上的學校。			

Extra Information: (if not enough space, please attach the information on a white sheet)

Which activities have you been involved in **WITHIN** (incl. Community Service Projects, CCAs, etc.) / **OUTSIDE** The ISF Academy in the last two years?

State any awards or commendations you have received **FROM / OUTSIDE** The ISF Academy in the last two years?

I agreed to release _____ (student name) ISF Academy information to the above institution(s).

Parent / Guardian Signature : _____ Date : _____

* A new form is required should you wish to apply for further institutions not listed on this form.

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中學校務處專用：
表格收到日期： _____
親身提交 / 以電郵

推薦申請表 (2022/23) - 請以英文填寫

學生姓名: _____ 年級 / 班別: _____ 學生編號: _____

出生日期: _____ 目的: 轉校: 請列出申請入學年月 _____ (月/年年)

加入弘立書院日期: _____ 暑期課程 / 其他

請細閱以下注意事項。將表格提交到中學校務處或通過電子郵件發送致: secondary@isf.edu.hk

- 學校將直接提供密封式推薦予所申請的學校。不提供公開式推薦，也不會提供推薦副本予家長、學生和中介公司。
- 家長 / 監護人必須提供學生和申請學校的完整資料。
- 如所申請的學校送來它們自己的表格請求推薦，本校便不會提供弘立中學的推薦表*。
- 一般推薦處理時間：申請 1-5 所學校 (14 個工作天) / 6 所或以上的學校 (28 個工作天)，由收到推薦申請表或由所申請學校發出的推薦請求電郵日期起計。
- 學校假期期內 / 暑假假期內所提交的推薦申請，將在所有教職員從假期回來後 / 新學年開始後方處理。
- 2022/23 學年推薦申請截止日期為 2023 年 5 月 31 日。
- 本推薦申請表不能作為正式退學通知。自願退學需要至少 3 個月的書面通知或繳交 3 期學費作為代通知金。請參閱 2022/23 家長學生手冊中的學生退學部分。

			學校如何從弘立取得推薦，請以(✓)選擇一種方法			
學校名稱	國家	招生處電郵地址	美國聯校招生系統 (請列明是: Gateway, SAO, Ravenna, 等)	電子表格 (由學校直接發給推薦人)	書面表格 (實體表格或可填寫PDF表格)	弘立推薦表 (注意事項第3點)
1						
2						
3						
4						
5						

Name of preferred referee 推薦人姓名		需要 / 不需要 (Y / N)	
1	Secondary Principal provides 由中學校長提供	School Recommendation from School Administrator or Head Teacher (i.e. Principal) AND Release of Transcript (Academic Reports) 學校推薦及成績單	
2		English 英文科	
3		Mathematics 數學科	
4		Other subject 其他科目:	
5		Personal Recommendation (e.g. Assistant / Deputy Principal, Grade Level Leader, etc.) 個人推薦 (如: 助理 / 副校長、年級組長、等等)	
Other Option - No need for reference. Only send Academic Reports to the school(s) above. 其他選擇 - 不需要推薦。只需要把成績單發送到以上的學校。			

額外資料: (如不夠空間填寫可將資料寫在空白紙上作附件)

在過去兩年中，你在弘立書院 (包括社區服務項目、聯課活動等等) / 弘立書院以外參與了哪些活動?

在過去兩年中，你從弘立書院 / 弘立書院以外獲得了哪些獎項或表彰?

我同意將 _____ (學生姓名) 在弘立書院的資料提供予上述的學校。

家長 / 監護人簽署: _____ 日期: _____

* 將來如有需要提供推薦予新加的學校，請再提交新的表格，列明新加的學校名稱，並簽署同意發放學生資料。