

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 (2023/24) 推薦申請表 (2023/24) - 請以英文填寫

Student Name 學生姓名 : _____

Tutor Group 導師班 : _____ Student ID 學號 : _____

Date of Birth 出生日期 : _____

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

轉校 : 請列出申請入學年月 _____ (月/年/年)

Date Joined ISF 加入弘立書院日期 : _____

Summer Programme 暑期課程 / Others 其他

Please observe the notes below 請細閱以下注意事項

Submit the form to Secondary Office or by email : secondary@isf.edu.hk 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

- Closed References** will **only** be provided to the institution **directly**. 學校只提供密封式推薦, 並直接交予所申請的學校。
- Parents / Guardians must provide **FULL information** of the student and the school(s) applied for. 家長 / 監護人必須提供學生和申請學校的完整資料。
- 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 Email Requests from the Institutions. 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。
- Reference Requests sent in during school break would be processed **AFTER all staff returned to work**. 所有在學校假期內提交的推薦申請, 要在所有教職員從假期回來後才處理。
- Cut-off date for requesting for 2023/24 reference is on 31 May 2024. 2023/24 學年推薦申請截止日期為 2024 年 5 月 31 日。**
- 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 2023/24 Parent-Student Handbook. 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 2023/24 家長學生手冊中的學生退學部分。

* If more than 5 schools, can add on a white sheet attach to the form 如多過 5 所學校 · 可加在白紙上作附件 *

Name of Institution 學校名稱			Country 國家	Admissions Email Address 招生處電郵地址	How the institution obtains ISF recommendation 這學校如何從弘立取得推薦 (✓ ONE only 選擇一種方法)		
1					Application Platform for US Schools 美國學校申請平台 Please state 請標明 Gateway, SAO, Ravenna, etc.	School Form 學校表格 (Referee receives email from School directly 學校直接電郵致推薦者)	ISF Recommendation Form 弘立推薦表
2							
3							
4							
5							

MUST BE provided by Secondary Principal (aka Head Teacher, Counselor, Administrator) 必須由中學校長提供及發出		If Applicable 如適用 ✓
1	School Recommendation + Release of Academic Records 學校推薦 + 成績記錄	
2	Academic Records Only 只需要成績記錄	
OPTIONAL if needed, please write down teacher s name 非必要 如需要, 請寫下老師名字		If Applicable 如適用 ✓
3	English 英文科推薦 Name 姓名	
4	Mathematics 數學科推薦 Name 姓名	
5	Other subject 其他科目推薦 Name 姓名	
6	Personal Recommendation (e.g. Grade Level Leader, Tutor, etc.) Name 姓名 個人推薦 (如: 年級組長、導師、等等)	

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

我同意將 _____ (學生姓名) 在弘立書院的資料提供予上述的學校。

Parent / Guardian Signature :

家長 / 監護人簽署

Date :

日期

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

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。

