

**Our Lady of the Rosary College**  
**Application Form for a Recommendation Letter**  
**Instructions for Application Submission**

1. Submit the form together preferably with your SIDB record, which can be downloaded from the SIDB, to an appropriate teacher for recommendation that suits your best interest.
2. Only **ONE** official recommendation letter will be issued from this school in general circumstances.
3. Request should be made at least **THREE** weeks in advance before the letter is due for collection from the school office.
4. Recommendation letters issued will be in hard copy and are confidential.
5. No e-mail request will be accepted. S6 students concerned who have completed the mock examinations, are still required to submit completed application forms, together with their SIDB records.
6. To facilitate teachers concerned to prepare this recommendation letter, you may attach photocopies of some supporting documents such as your public examination results and certificates for awards and participations.
7. Application fee for each recommendation letter is \$10. Graduates and students have to sign and return the completed form to the school office either in person or by post.

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**Application Form for a Recommendation Letter**

**1. Personal Particulars**

Name of Student / Graduate	:	_____	
Current / Graduation Class	:	_____	Current / Graduation Class No.: _____
Graduation Year (for graduate only)	:	_____	
Mobile Phone No.	:	_____	
E-mail address	:	_____	

**2. Name of suggested teacher for writing this recommendation letter:** \_\_\_\_\_

**3. Reason(s) for recommendation (please circle)**

- A. Certify the years of studying here
- B. Certify this is an English secondary school
- C. Recommendation to a local or overseas university (Fill in 4,5)
- D. Recommendation to a scholarship (Fill in 4, 5)
- E. Transfer to another secondary school (Fill in 4)
- F. Recommendation for employment

**4. Name of applied institute / school :** \_\_\_\_\_

**5. Intended programme :** \_\_\_\_\_

**6. Cite THREE of your most outstanding achievements and explain how they can help you to get admitted into the intended field of studies / programme / scholarship.**

1.	
2.	
3.	

Student's / Graduate's Signature: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

For Official Use:

**Form received by:** \_\_\_\_\_ **Date of receiving the form:** \_\_\_\_\_