

Application Procedures	For Official Use	Date
1. If you need an official student document in support of your application for further studies, overseas studies or application for a specific programme, please complete this application form.	Form Submitted	
2. Please submit in person this application form together with the required documents to the Careers Mistress Ms. W.Y. Cheung. She will check your application form and ask you important questions regarding your application.	Referee Informed	
3. If you need to apply for a reference letter , please note that it will take about 3 weeks to produce a reference letter upon the receipt of your application form and required documents. All students (F1-F6) applying for a reference letter must prepare a CV and a self-recommendation essay, which should be emailed directly to the Careers Mistress, Ms. W.Y. Cheung . The guidelines are listed on page 2 of this form.	1st draft Received	
4. For senior form students (F4-F6) who need to apply for a reference letter, you must invite one of your current Form Teachers to be your referee before submitting this application form. Your reference letter will be drafted by your referee in the first place, before being polished by the Careers Mistress. For junior form students (F1-F3) , you do not need to invite a referee as your reference letter will be drafted by the Careers Mistress directly.	Draft to VP	
5. If you are applying for a simple document such as a Transcript, a Graduation Statement or a HKDSE Predicted Levels Statement, it will take 5 – 10 working days to produce the document.	Final Draft to Principal	
6. You will receive an email notification when the document is ready for collection from the Enquiry Office. Please make sure you provide a valid email address that is the same as the one you have registered with the school.		

Part I Personal Information

Student's Information

English Name (as on HKID card): _____ Chinese Name (as on HKID card) _____

Class: _____ () HKID Card Number: _____ Class and Date of Entry to SSGC: _____

Date of Birth (Day / Month / Year): _____ Email: _____

Telephone: (Home) _____ (Student's Mobile) _____ Referee: _____

Parent's Information

The Careers Mistress may need to contact your parent regarding the application. Please provide details as follows:

Name of Parent: _____ Email: _____

Contact of Parent: (Mobile) _____ (Office) _____

Part II Application Purpose (Please tick and fill in details.)

I am applying for an overseas university. I am applying for an overseas school to continue my secondary education.

Target Country: _____

Names of Universities and Degree Programmes / High School (In order of preference)

e.g. University of Cambridge, Biochemistry / Woldingham College, Grade 11

1. _____

2. _____

3. _____

4. _____

5. _____

I am applying for a special programme / scheme / scholarship (Please put down the exact title of the programme / scheme / scholarship and attach its official application details: _____)

Other Purpose(s): (Please state) _____

Part III Documents Requested (please ✓)

Reference Letter in English / Chinese: _____ copy / copies My Referee: _____

Special Recommendation Form designed by the college / university I am applying to
(Please attach a hard copy and email the soft copy of the form or a URL link to the Careers Mistress at wychung@ssgc.edu.hk.)

Transcript: _____ copy / copies (1st copy free, 2nd copy onwards \$20 each)

HKDSE Predicted Levels Statement: _____ copy / copies

Graduation Statement: _____ copy / copies

Others: (please specify the document you are requesting) _____

Part IV Academic Information (Please list out names of your current Subject Teachers.)

Current Subjects E.g. English Language	Teachers' Name E.g. Ms. W.Y. Cheung	Expected Levels in HKDSE (Please leave this column blank. The Careers Mistress will fill in this column.)

Part V Guideline on Preparing a CV and Writing Self-Recommendation Essay

Preparing a CV

A CV (curriculum vitae) summarizes your education qualifications, awards, other learning experience, skills and interests.

All details included on your CV must be **accurate** and written in English.

You need to put down your personal information right at the top of the first page.

Please use headings to organize different sections. For example, you may use headings such as 'Education Background', 'Awards', 'School Services', 'Co-curricular Activities', and 'Skills and Interests'.

The layout and organization of your CV somehow reflects your personal style. Make sure you create a good first impression

Guideline on Writing Self-Recommendation Essay

Please write an essay to highlight your strengths in the following areas. The essay should be structured as follows:

Paragraph 1: State clearly what program you are applying for and why you deserve to be nominated

Paragraph 2: Your academic strengths and interests. (Please include all academic awards and scholarship you have received since Form One. The names of the awards must be accurate and correct.)

Paragraph 3: Your co-curricular activities and achievements. (Please include all academic awards and scholarship you have received since you have entered SSGC. The names of the activities, clubs and relevant awards must be accurate and correct.)

Paragraph 4: Your school service and community service record. (Please include relevant service awards won.)

Paragraph 5: Your personality, personal strengths, special skills and career ambition

Part VI Remarks (For official use)

Reminders:

Please check that you have prepared the following documents which will be attached to this application form for submission.

1. This application form
2. Your CV listing your achievements and co-curricular activities since you joined SSGC
3. Your Self-Recommendation Essay (to be emailed to wychung@ssgc.edu.hk as well)
4. The application details of a specific programme or scholarship you are applying for (if applicable)
5. Any relevant certificates (optional)