Application for Transcript and Letter of Recommendation

* The applicant should fill in a form downloadable from school web 🡪 Careers Guidance Team for the application of a transcript / letter of recommendation.
* Attach a proof from the institution requesting the transcript  / letter of recommendation. No transcript / letter of recommendation will be issued without an official request from a particular institution.
* Applications will only be processed when ALL required documents as listed in the application form are handed in.
* At least **14 working days** are required for the processing of a transcript / a letter of recommendation.

**Remarks**:

**1)** All applications should be handled by the staff in the school office. Teachers will not entertain requests directly from the students.

**2)** The transcript / letter of recommendation should be addressed to a particular institution listed in the application form. The school does not issue these documents with no specific recipient, i.e. "To whom it may concern".

**3)** Graduates can still apply for transcripts and letters of recommendation as long as they provide documents of proof that they have been a student at this school, e.g. academic report, testimonial, certificate of graduation etc.

**4)** The school can send the transcripts or recommendation letters directly to the institutions via registered mail upon request. Postage will be borne by applicants.

**5)** Personal Data (Privacy) Notice – Use of Personal Data

People who supply data in their application to the St. Francis’ Canossian College are advised to note the following points, pursuant to the Personal Data (Privacy) Ordinance:

1. Personal data provided in the application form will, during the entire process, be used solely for this purpose, and in this connection, the data will be handled by the Principal, by teachers or by any staff of the School who is directly involved in the administration of the application.
2. Applicants are advised to provide all the information requested in the relevant documents, where applicable.
3. After the applications have been processed, the information collected will be destroyed.
4. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have rights to request access to, and to request the correction of, their personal data. Applicants wishing to access or make corrections to their data should submit written requests to the Principal.