


(Office Use Only) Application No.:

Restricted

Scholarship for Prospective English Teachers (2024/25) Recommendation Form

- (a) The Recommendation Form is available on the website of the Education Bureau (<http://www.edb.gov.hk/scholarship>). 
- (b) The Recommendation Form should be completed by the Principal or a teacher of the secondary school the applicant attended or a member of the academic staff of the higher education institution the applicant attended.
- (c) The referee should submit the completed form to the Education Bureau **on or before 16 August 2024** by post or in person to:
- Language Teacher Qualifications Team
Professional Development and Training Division, Education Bureau
Room 1107, 11/F, Wu Chung House
213 Queen's Road East, Wanchai, Hong Kong**
- (d) Mark “**Application for the Scholarship for Prospective English Teachers (2024/25)**” on the envelope.
- (e) An acknowledgement email will be sent to the referee upon receipt of recommendation.
- (f) For enquiries, please send an email to ltq@edb.gov.hk or contact Ms Constance CHOW (Tel. 852-2892 5786) of the Professional Development and Training Division, Education Bureau.

Section A To be Completed by the Applicant

Applicant's Personal Particulars	
Name in English	
Name in Chinese (<i>if applicable</i>)	
Hong Kong Identity Card or Travel Document / Passport No.	
Contact Telephone No.	

Section B To be Completed by the Referee

1. How long you have known the applicant and in what capacity you are writing this recommendation

2. Non-academic achievements of the applicant

3. Overall comments on the applicant's suitability for becoming a teacher

(Use a separate sheet and attach it to the Recommendation Form if needed.)

Signature: _____
Name of Referee: _____
Telephone No.: _____
Email Address: _____
Post: _____
Name of School / Higher
Education Institution: _____
Date: _____

Chop of School or Department/Faculty
of Higher Education Institution