

# HKCCCU Logos Academy

## Guidelines on Application for Academic Documents (for Current MS4 IB Students)

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### Application Notes:

1. Please fill out the application form on Google Form
  - a. For documents handled by IB Coordination Team: <https://forms.gle/ZNq9m32nYRffsrXW6>
  - b. For documents handled by Careers and Life Planning Team: <https://forms.gle/ZNq9m32nYRffsrXW6>
2. Please allow **at least** 15 working days for processing each application upon receipt.
3. The reference letter and predicted grades for university application are to be sent directly to the institution(s) concerned.
4. Personal data provided on this form will be used by the school for the sole purpose of processing this application. All information provided will be destroyed once the application is completed.

### Application Procedures:

- 1 • Applicant / Parent or guardian of the applicant submits the **application through the Google Form.**
- 2 • Teachers of Careers and Life Planning Team confirm the application details and fee with the applicant / parent or guardian of applicant.
- 3 • For **FS1 to MS3 students**: The **first copy** of any of the items in **each academic year** is **free-of-charge**. An administrative fee of **HK\$35** for **each additional copy afterwards** will be charged.  
• For **MS4 students**: The **first THREE copies** of any of the items are **free-of-charge**. An administrative fee of **HK\$35** for **each additional copy afterwards** will be charged.
- 4 • Applicants will receive an email with the payment details (if applicable). Please follow the instructions in the email and pay the fee accordingly.  
  
After the payment, please send the proof of payment (such as a screenshot of the online banking transaction record or a photo of the transaction advice) and the payment form (with the reference number) to **careers@logosacademy.edu.hk**. A receipt will be issued and can be picked up at the General Office on Campus 2 within a month after the payment.

### Notes to MS4 IB Students Applying to Universities:

Students can only **choose ONE** of the preferred referee teachers to write a reference letter for the application to each university.