



St. Louis School

Application of Recommendation Letter from Teacher

Part A) Applicant's Particulars		
STRN : _____	Class : _____	Name : _____ ()
Mobile No. : _____	Home No. : _____	
Part B) Recommendation Purpose		
(1) <input type="checkbox"/> Further studies :		
Country : _____	Name of Institution : _____	
Programme(s) applying: _____		
(2) <input type="checkbox"/> Others : _____		
Part C) Document Checklist		
(1) Report Card	(Latest 2 years, can be substituted by transcript)	<input type="checkbox"/>
(2) ECA Record or SLP	(ECA /OLE highlights)	<input type="checkbox"/>
(3) Personal Statement	(About 300 words)	<input type="checkbox"/>
(4) Resume	(Optional)	<input type="checkbox"/>
(5) Explanation of unusual records	(Optional)	<input type="checkbox"/>
(6) Transcript	(Optional, Can apply at school office)	<input type="checkbox"/>
(7) Testimonial	(Optional, Can apply at school office)	<input type="checkbox"/>
Part D) Delivery Details		
(1) Due Date : _____		
(2) Mode of delivery :		
<input type="checkbox"/> Pick up in person		
<input type="checkbox"/> Direct mail to institution (address : _____)		
<input type="checkbox"/> E-mail to institution (e-mail address : _____)		

* The letter should be requested at least two weeks in advance of the deadline.

Signature of Applicant : _____

Date : _____