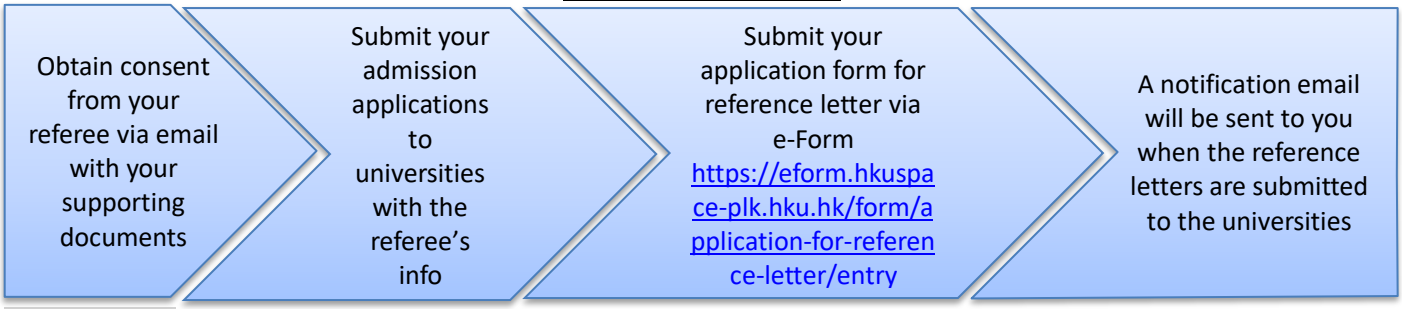
HKU SPACE Po Leung Kuk Stanley Ho Community College

Application for Reference Letter for Further Studies

Notes to Students



Procedures:

1) Get prior consent from a **MAXIMUM OF TWO** lecturer(s) or Programme Coordinator(s) whom you would like to invite to be your referee via email before submitting the admission application to universities and the application form for reference letter via e-Form. Please also attach all required supporting documents (i.e. copy of your academic records, personal statement, etc.) in your email for referee's reference.

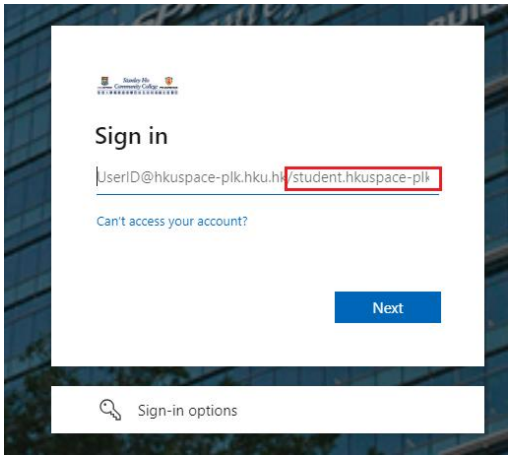
2) Submit your admission application to the universities and obtain an application number from respective universities.

3) Provide your referee's email address in your university application system so that an invitation email will be sent to your referee by the system for him/her to upload a reference letter for you. Without doing this, you should NOT request for an electronic reference letter when you fill in your application form for reference letter. **Please read the "General Information and Important Notes to Students" in page 3 before the submission of application.**

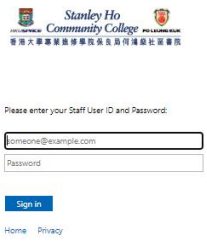
4) Complete and submit your application for reference letter via e-Form **https://eform.hkuspace-plk.hku.hk/form/application-for-reference-letter/entry** by following the steps below:

i. Click the above reference letter e-Form link, the page will be navigated to login page. Please login with HPSHCC student account, then click "Next":

(StudentNumber@student.hkuspace-plk.hku.hk)



ii. Enter your HPSHCC login **(StudentNumber@student.hkuspace-plk.hku.hk)** and password (HPSHCC PC login password)* in the appropriate fields then click the "Sign In" button:

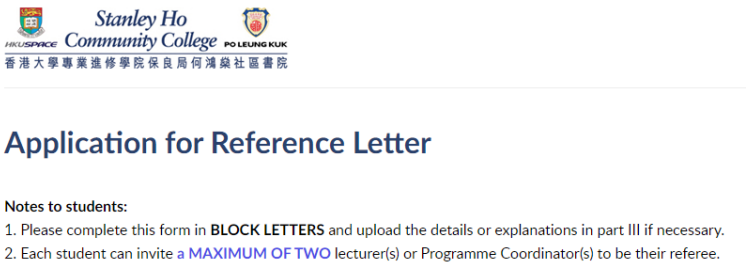


**If you have not changed the HPSHCC PC login password before:*

~For students holding HKID card: the default password is the first 5 characters of your HKID Number (including alphabets in capital letter and digits), e.g. Y1234

~For students holding other ID documents (e.g. Passport, Exit-Entry Permit for Travelling to and from Hong Kong and Macau [往來港澳通行證], etc.): the default password is the first 5 characters of your ID Document Number (including alphabets in capital letter and digits).

iii. If the credentials are correct, you will be able to access the online form of reference letter in "HPSHCC Login" access mode after login:



Remarks:

If you encounter any issues while logging in to e-Form System, try the following:

- Check your internet connection.
- Make sure you are using a supported web browser (Google Chrome / Microsoft Edge, etc).
- Double-check you are using HPSHCC username and password.
- Send email to HPSHCC IT Support (it.support@hkuspace-plk.hku.hk) with error screen capture if you are still unable to log in.

5) You should receive an auto-email notification with SMS and see the message below on the screen once your application submitted successfully:

> Thank you for your application. Your Application for Reference Letter via eForm system has been received.
>
> For enquiries, please call our College Hotline at 3923 7000 during office hours or email to hpshcc07@hkuspace-plk.hku.hk.
>
> HKU SPACE Po Leung Kuk Stanley Ho Community College

6) An email notification will be sent to you when the reference letters have been submitted to the universities. If you do not receive any email notification more than 3 weeks after submission, please contact us at hpshcc07@hkuspace-plk.hku.hk.

General Information and Important Notes to Students:

1) You may apply for reference letters for further studies. Application for career purposes is also considered with sufficient supporting documents.

2) One application e-Form is for one referee only.

3) No more than two referees for each student in the same academic year. The extra one will not be counted.

4) An application number from respective universities is required for your application for reference letter. We will NOT process any reference letters for the universities without an application number.

5) An official application for reference letter MUST be submitted via e-Form. The Office will then send your application to the referee so that he/she will start preparing the reference letter. Otherwise, the referee will NOT prepare any reference letter for you although you have got his/her consent.

6) The official reference letter should be submitted to the universities by the referees or HPSHCC Office directly.

7) You should indicate the type of reference letter in the application form for reference letter:

   (a) **Electronic reference letter (recommended)**: You should include the referee's email address in your university online application system. Your referee(s) will then receive an invitation email from that university to upload a reference letter for you when you completed the admission application. Without doing this, you should NOT request for an electronic reference letter when you fill in your application form.

   (b) **Paper reference letter**: The HPSHCC Office will send a hard copy of the reference letter to the university by post.

Local University *(Frequently requested by HPSHCC students for reference letters)*	**Type of Reference Letter** *(Information is subject to change)*
City University of Hong Kong	**Electronic reference letters** (To be submitted by the referee via the admission application system of respective universities)
Hong Kong Baptist University	
Hong Kong Metropolitan University	
Hong Kong Shue Yan University	
Lingnan University	
The Chinese University of Hong Kong	
The Education University of Hong Kong	
The Hang Seng University of Hong Kong	
The Hong Kong Polytechnic University	
The Hong Kong University of Science and Technology	
The University of Hong Kong	

Note: The universities also accept paper reference letters or e-copy by email on special circumstances.

(Sep 2023)