

## Important Notice for Applicants Currently Enrolled at the College

### Supporting documents not required to be submitted

Please note that students currently enrolled at the college (i.e. students presently attending the college) are **not** required to provide the following supporting documentation with their application.

- A copy of the applicant's birth certificate, and his/her passport or HKID.
- Copies of parents' or guardians' HKID or necessary document which shows the applicant's status regarding their right to stay in HK.
- Applicants Years 7 – 11: The applicant's **two** previous years' school reports.
- Year 12 Applicants: The applicant's **two** previous years' school reports, plus
  - *Supporting documents (e.g. certificates of achievement, awards, team involvement etc.)*
  - *If available, reference letters from previous school, teachers, tutors*
  - *Copies of public examination results if applicable, or record of predicted grades for IGCSE / HKCEE from the applicant's previous school.*

### Supporting documents to be submitted with application

- Fully completed applications must be accompanied with the HK\$700 application fee. Cheques should be made payable to "Renaissance College."
- Any special needs reports, if applicable.

### Referee Evaluation Forms

Please note that students currently enrolled at the College **do not need to submit Part One of the Referee Evaluation Forms**. For Part Two of the Referee Evaluation Forms, if the applicant chooses teachers, coaches and tutors outside of school, please have the nominated person complete the form and send it directly to the College on or before **1 March 2012**. However, if the nominated person is a **current member of staff at the College**, you do not need to submit the form. Instead, please first seek the member of staff's consent on acting as the referee. Upon consent, please then **write down the member of staff's name next to the checklist section on the application form** (See sample below).

### DOCUMENTS TO BE SUBMITTED SEPARATE TO APPLICATION

- Referee Evaluation Form Part One.
- Referee Evaluation Form Part Two. e.g. Mr. Robert Smith & Ms. Helen Johnson