**Issues concerning LOR (letter of recommendation)**

**Instructions for Y13 students:**

1. Except for students with mid-October deadline (Oxbridge), by the end of October, you should have discussed with me about your plans after your IB years. I will give you advice about to whom you may ask for references.
2. We limit our students to get references from two teachers, but it is up to the teachers if they are willing to write references for students who do not have approval from me.
3. For students who need to apply via Common App (USA), a counselor’s report is needed, plus one or more referees. After your account is created, send invitation to your referee-s ASAP.

 4. If you were a prefect, house caption, or have held any roles that are important to be

 mentioned in a LOR, the onus is on you to remind your referees. Your

 referee will usually not only talk about your role as a prefect or house captain, but the

 relevance of your performance in a certain subject, and your personality characteristics

 that may contribute to your potential to succeed in higher education.

1. Remember that LOR cannot replace PS. You will have a chance to stress your achievements, duties and responsibilities, in your own personal statement.
2. Writing PS can help students have a better understanding of what they want to pursue in the future. I will work with you to cut down or expand your PS submitted depending on which university / system you plan to apply. Remember the PS is your own work, do not count on me or any of your teachers to come up with the final draft for you.
3. Read instructions given by the universities or common app systems carefully. Depending on the university, there are different ways to send your LOR, including:
4. LOR are to be sent separately or with the application packet, in sealed school envelops. Some schools require that the envelop be signed across the sealed flap by the referee, or a school stamp be put on it.
5. LOR are to be sent directly to the admissions office, by the referee, by mail, fax, or email.
6. LOR are to be uploaded by the referee. It is not to be sent by mail, fax or e-mail.

 Your referees may pass the letters to you directly or through me, in either case, LORs

 are supposed to be sealed in school envelops, if required, signed on signed across the

 sealed flap by the referee, or myself, or the head teachers, or a school seal is stamped

 on it. If a teacher tells you to pick up the sealed letters from me, it is your

 responsibility to contact me. If you have any questions about sending your LORs,

 please contact me without delay.

1. LOR is an important component of your application, so please approach your teachers ASAP. Remember teachers are extremely busy, so please let them know at least two weeks in advance, NOT when the deadline is near. It is your responsibility to observe the deadlines, to follow up on the reference letter writing, to make informed and realistic decisions based on your aspirations and performance. All students must take ownership of their own university application, as clearly explained when the IB course started in Y12.

Drafted by Vinci Ng

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