

# **Drs. Richard Charles and Esther Yewpick Lee Charitable Foundation**

## **THE R C LEE CENTENARY SCHOLARSHIP 2011**

### **CONFIDENTIAL RECOMMENDATION**

#### **To the Applicant:**

Please note that confidential recommendation letters are not submitted along with the application form. The Scholarship Secretariat will be responsible for soliciting these references which should always remain confidential to the applicant. When soliciting references, the Scholarship Secretariat will request the references by letter directly from the referees. The letter from the secretariat will provide a specific date in March 2011 for submission of the recommendation letters by your referees.

#### **To the Referee:**

Your letter will be treated as strictly confidential and will be read only by those whose duty is to pass judgement upon the qualifications of the candidate. We appreciate your assistance and would like to assure you that your comments will be carefully considered. Please feel free to attach additional sheets where necessary and place the completed form in the envelope, sign across the sealed envelope, and send it to The R C Lee Centenary Scholarship Secretariat, c/o Mrs. Clara Lee, Scholarship Secretary, P O Box 3038, General Post Office, Hong Kong by the specific date of which the Scholarship Secretariat will inform you when calling references. (Fax No. (852) 2644-5243). Late reply may lead to disqualification of application.

In formulating your appraisal, you may wish to note that proven intellectual and academic quality of a high standard is the first quality required of applicants, but they will also be required to show strong leadership abilities, extensive general knowledge, civic-mindedness and good communications skills. They will also be expected to have an insight into current affairs and to have a wide range of interests outside their chosen academic discipline.

Please note that if you are primarily acquainted with the candidate through a teacher/pupil relationship, you are requested to concentrate particularly on academic quality and potential of the candidate. Your assessment of the other qualities will obviously be very welcomed by the Selection Committee. If, on the other hand, you are better acquainted with the candidate through non-academic interest, please concentrate on assessment of character in the knowledge that the Selection Committee is looking for persons who show promise of outstanding achievement in later life. Do not hesitate to speak of the candidate's limitation as well as qualities. A critical appraisal will add to, rather than detract from, the force of your letter.

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To be returned to The R C Lee Centenary Scholarship Secretariat, c/o Mrs. Clara Lee, Scholarship Secretary, P O Box 3038, General Post Office, Hong Kong not later than a specific date as provided by the Scholarship Secretariat. (Fax No. (852) 2644-5243). Late reply may lead to disqualification of application.

Applicant's Name (Print): \_\_\_\_\_  
(Last) (First)

Referee's Name: \_\_\_\_\_  
(Last) (First)

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Comments:

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Signature

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Date