



香港城市大學
City University of Hong Kong

Academic Regulations and Records Office

Tel No. : (852) 3442 2300

Fax No.: (852) 3442 0270

On-line enquiry form:

www.cityu.edu.hk/arro/enquiry.asp

Application for Certified True Copies of Academic Documents

Please read the Notes to Applicants overleaf before completing this form.

Student Name: _____ Student No.

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Day-time Contact Phone No.: _____ HKID/Passport* No.

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CityU E-mail Address: _____

Programme Record for the Application:

Programme Code / Degree Title: _____

Major Code / Title: _____
(if applicable)

Document to be Certified

<i>Academic Year</i>	<i>Document:</i> <i>(e.g. Award Certificate)</i>	<i>Pages</i> <i>(If applicable)</i>
_____	_____	_____
_____	_____	_____

Collection of Certified Academic Document (Please tick as appropriate)

Number of certified true copy required (HK\$30 per page): _____

I wish to collect the certified academic document(s) in person.

I will authorize another person to collect the certified academic document(s) on my behalf.
(Please refer to Note 2 overleaf)

Signature of Student

Date

Certified Academic Document(s) Received By

Signature of Student/ Authorized Person*

Date

(For Office Use Only)

Visa/MasterCard/UnionPay

EPS

Receipt Attached

Prepared by _____

Sent on _____

* Please delete as appropriate

Certified True Copies of Academic Documents

Notes to Applicants

1. Students may request the Academic Regulations & Records Office (ARRO) to certify true copies of academic documents, such as award certificate, examination timetable, and Academic Calendar.
2. Applicants may authorize a third party to submit the application and collect the certified academic documents on their behalf. In this connection, the authorized person should present the following documents:
 - The application form for certified true copies of academic documents;
 - An authorization letter signed by the student concerned (an authorization letter template is available from the “Form Download” section of ARRO’s homepage at www.cityu.edu.hk/arro or ARRO Service Centre); and
 - A copy of the student identity card/HKID card/passport of the student concerned (this will be returned to the authorized person after inspection).
3. Personal Information Collection Statement:
 - The personal data provided in this form will be used for processing this application. Failure to provide complete and accurate information may render the University unable to process the application.
 - The information provided may be disclosed/transferred to relevant academic units/administrative offices within the University for consideration and/or necessary actions.
 - For non-local students, changes in student record may also be disclosed/transferred to relevant Government bodies, such as the Immigration Department, if deemed necessary.
 - After the application has been processed, relevant data will be transferred to the student record system of the University.
 - After submission of this form, requests for access to and/or correction of the personal data should be made to the [Academic Regulations and Records Office](#).
 - The Privacy Policy Statement of the University can be accessed at <https://www.cityu.edu.hk/cityu/geninfo/privacy.htm>. For other issues regarding personal data privacy, please contact the Office of the Vice-President (Administration) or send email to the Data Protection Officer at data.protection@cityu.edu.hk.

Application Procedures

Students may apply in person at the ARRO Service Centre, together with payment of the required fees and the original document(s) concerned.

Fees Payment

Please pay by one of the following methods:

- a. by direct deposit at any branch of the Hang Seng Bank (CityU current account no.: 293-318028-004); or
- b. by electronic transfer to the above CityU account at any Hang Seng Bank/HSBC ATM machine; or
- c. by Visa/MasterCard/UnionPay or EPS at the ARRO Service Centre

For fees settled by method (a) or (b) above, please attach the original receipt to the application form as proof of payment.