



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 Letter of Certification

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

Student Name: _____ Student No.

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Contact Phone No.: _____ HKID/Passport* No.

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Email Address: _____

Programme Record for the Letter of Certification:

Programme Code/Degree Title: _____

Major Code/Title (if applicable): _____

Application Particulars (Please tick as appropriate)

- Application/Extension of student visa (For non-local students only, please see Note 1 overleaf)
 - Certification to the HKSAR Immigration Department for application of further stay in Hong Kong under Immigration Arrangements for Non-local Graduates (IANG) after completion of studies at CityU (For non-local students only)
 - Certification of award status for potential graduate of the current semester/term (Please see Note 2 overleaf)
 - Certification of enrolment details, classification of award and/or medium of instruction/assessment at the University with authorized signature with justifications provided
 - Others: _____ (Please specify)
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Collection of Letter(s) of Certification (Please tick as appropriate)

Number of letter(s) of certification required (HK\$30 per copy): _____

- I wish to collect the letter(s) of certification in person.
- Please send my letter(s) of certification to: (address) _____
 - by ordinary mail (local)/regular air mail (overseas)
 - by registered mail (HK\$15.5 per recipient) *No P.O. Box is accepted*
- I will authorize another person to collect the letter(s) of certification on my behalf. (Please see Note 4 overleaf.)

Signature of Applicant _____
Date

Letter(s) of Certification Received By

Signature of Applicant/Authorized Person* _____
Date

(For Office Use Only)

Visa/MasterCard/UnionPay EPS Receipt Attached Received by _____ Date _____

* Please delete as appropriate

Letter of Certification

Notes to Applicants

1. For non-local students who require the letter of certification for extension of their student visa, please return the completed application form with their original Travel Document (通行証)/Passport (this will be returned to the student or authorized person after inspection).
2. For potential graduates who apply for letter of certification of their academic award, please note that certification of the award classification will only be available after the Examination Board meeting. (If the request is made prior to the Examination Board meeting, only the fulfillment of degree requirements can be certified as appropriate.) Students who have urgent needs for certification of the award classification may write to ARRO for special arrangements and justifications should be provided.
3. Letters of certification sent by post will be by ordinary mail for local recipients and regular air mail for overseas recipients. If registered mail is required, additional postal fee will be charged and no P.O. Box address will be accepted. CityU will not be responsible for any mishandling of mail.
4. Applicants may authorize a third party to submit the application and collect the letter of certification on their behalf. In this connection, the authorized person should present the following documents upon application and collection of the letter of certification:
 - The application form for letter of certification (present this only upon application);
 - 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).
5. 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

Application can be made by post or in person at the ARRO Service Centre, together with payment of the required fees. The letters of certification are normally available within seven working days from receipt of the application. During peak periods (e.g. after examinations), a few extra working days may be required for processing the requests.

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.

For overseas applicants, please contact our office for the credit card mail order service.