

Application for Testimonial

Each application serves one mailing address only.

Please read the Notes to Applicants overleaf carefully before submission.

Part I. Personal Particulars

Student Name: _____

Student/ HKID No.: _____ Passport No. (Optional): _____

Phone No: _____ Email (CityU email preferable): _____

Programme/ Major (Code/ Title): _____

Part II. Delivery Method of Testimonial(s) (please mark “✓” in the appropriate box)

- ☐ In-person/ By an authorised representative (Note 4 overleaf)
- ☐ By ordinary mail (*local*)/ regular air mail (*overseas*) to the address indicated in Part IV (Note 5 overleaf)
- ☐ By registered mail with additional postage to the address indicated in Part IV (Note 5 overleaf)

Signature of Applicant/ Authorised person*

Date

Part III. Amount Payable by the Applicant

<u>Item</u>	<u>Amount (HK\$)</u>	<u>No. of Copies</u>	<u>Total Amount (HK\$)</u>
Testimonial(s)	60.00 (<i>per copy</i>)	_____	_____
Postage by Registered Mail (<i>if applicable</i>)	15.50 (<i>per application</i>)	N/A	_____

Total: _____

Payment Method (Note 2 overleaf): ☐ Visa/MasterCard/UnionPay ☐ EPS ☐ Direct Deposit/ATM Transfer

Part IV. Mailing Address

Name: _____

Address: _____

Postal/Zip Code (*mainland/overseas*): _____

- ※ Please fill in **BLOCK** letters or Chinese (*if applicable*).
- ※ P.O. Box not accepted.
- ※ The University does not take responsibility for any loss of testimonial(s) during postal delivery.

Part V. For Internal Use Handled by: _____ Date: _____

* Please delete as appropriate

Notes to Applicants

1. Application Fees:

Method	Fees (HK\$)	Document Ready for Delivery/ Mailing^
Online	\$40	3 working days upon receiving the applications
By post or by email	\$60	7 working days upon receiving the applications
In-person	\$60	normally on the same day of applications

^Please allow additional processing time during peak periods (e.g., after examinations, before the new academic year).

2. Fees Payment:

Payment Method	Online Application	Mail-in Application	Walk-in Application at ARRO Service Centre
Visa/ MasterCard	✓	#	✓
UnionPay			✓
EPS			✓
Direct Deposit/ ATM Transfer to CityU's Hang Seng Bank Account <u>293-318028-003</u>		✓ <i>please attach the original receipt to the application form as proof of payment</i>	✓ <i>please attach the original receipt to the application form as proof of payment</i>

For overseas applicants only: please email us (as@cityu.edu.hk) for the credit card mail order service.

3. The provision of testimonial is not applicable to non-regular students (e.g., visiting/exchange students). These students may consider to apply for a [Letter of Certification](#) for certifying their study records.
4. For request to be collected by an authorised representative, please provide the following documents on spot:
 - An authorisation letter signed by the applicant. Letter template is downloadable from [ARRO's homepage](#) » Form Download or available at ARRO [Service Centre](#);
 - A copy of the applicant's student identity card/HKID card/passport (*returnable to the authorised person after inspection*). Electronic copy acceptable;
 - HKID card or passport of the authorised person (*for on-spot verification*).
5. The testimonial(s) will be sent from [Hongkong Post](#) if mailing service is required. Before submitting your application, please [check](#) whether the postal services are available for your destination. **No P.O. Box address will be accepted.** The University does not take responsibility for any loss of testimonial(s) during postal delivery.
6. CityU reserves the right to withhold issuance of the requested document(s) to an applicant who:
 - a. has not paid fees/ other monies owed to CityU, or
 - b. has failed to discharge all obligations towards CityU, or
 - c. upon the advice of the applicant's home academic unit.
7. [Personal Information Collection Statement](#)

