



### Application for Academic Transcripts/Testimonials/Certified True Copies (SGS10)

This application form is to be used by research degree and professional doctorate students and graduates. Please read the instructions overleaf carefully. Completed forms should be returned to the Chow Yei Ching School of Graduate Studies together with the original payment receipt of the required fee.

#### Section A Personal Particulars (please tick as appropriate)

Name: \_\_\_\_\_ Student No.: \_\_\_\_\_  
Contact Phone No.: \_\_\_\_\_ Department/School/College: \_\_\_\_\_  
Programme: \_\_\_\_\_  
\* HKID Card No./Passport No./Entry Permit No.: (please delete as appropriate) \_\_\_\_\_

#### Section B Documents Required (please tick as appropriate)

I wish to apply for:

Academic Transcript (\$50 per copy for paper form application; \$30 per copy for on-line application)

\_\_\_\_\_ copy/copies of my **MPhil / PhD / EngD / JSD/ DBA** \* academic transcript

Testimonial (\$50 per copy for paper form application; \$30 per copy for on-line application)

\_\_\_\_\_ copy/copies of the testimonial for programme: **MPhil / PhD / EngD / JSD / DBA**\*

Address to:

- To Whom it May Concern  
 Extension of visa to be processed in Hong Kong (**Mainland/non-Mainland student**)\*  
 Entry Visa Section (extension of visa to be processed outside of Hong Kong)  
 Others : \_\_\_\_\_

Purpose:

- Applying visa for travel/study leave/conference (without SGS conference grant)  
Conference Attendance (only applicable to SGS approved conference grant)  
Conference Title: \_\_\_\_\_  
 \_\_\_\_\_  
Nation: \_\_\_\_\_ Region/City: \_\_\_\_\_  
Conference Date: \_\_\_\_\_ to \_\_\_\_\_ (DD/MM/YYYY)  
 Extension of visa (**after submission of unbound thesis/within max. study period**)\*  
 Others : \_\_\_\_\_

Include financial record(s): **Yes / No**\* (records may be adjusted according to the record status on the issue date)

\* Please delete as appropriate

Certified True Copy (\$30 per copy)

Please certify the following document(s) as a true version: \_\_\_\_\_

#### Section C Collection Methods (please tick as appropriate)

**In person/through an authorized person (presentation of authorized letter is required)** [delete as appropriate]

By post to the following address:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Please read the following information before completing this form.**

### **Application for Academic Transcripts**

1. An academic transcript is a certification of a student's record of academic performance at the University.
2. The University reserves the right to withhold the academic transcripts of students who have not settled fees or fines owing to the University, or who have failed to discharge their obligations towards the University.
3. Academic transcripts will be charged at **\$50 per copy for paper form application and \$30 per copy for online application.**

### **Application for Testimonials**

4. A testimonial is a certification of a student's registration record with regard to his or her study at the University.
5. The University reserves the right to withhold the testimonials of students who have not settled fees or fines owing to the University, or who have failed to discharge their obligations towards the University.
6. Testimonials will be charged at **\$50 per copy for paper form application and \$30 per copy for online application.**

### **Application for Certified True Copies**

7. Certification of official University documents will be charged at **\$30 per copy.**

### **Application Procedures**

8. The fee for academic transcripts/testimonials/certified true copies can be settled at any branch of the Hang Seng Bank by using a bank-in-slip issued by the Chow Yei Ching School of Graduate Studies (**CityU Account No.: 293-318028-004**).
9. Students who wish to apply for an academic transcript/testimonial/certified true copy should submit an application to the Chow Yei Ching School of Graduate Studies together with the original payment receipt of the required fee. Please allow seven working days for processing the request.
10. Upon request, academic transcripts/testimonials/certified true copies will be sent by mail to the applicant's specified address. Academic transcripts/testimonials sent overseas will be by ordinary air mail only. Please note that the Chow Yei Ching School of Graduate Studies will not be responsible for any loss that might occur during the transmission.