



Chow Yei Ching School of Graduate Studies
 Taught Postgraduate Student Records Service Counter
 4/F, Fong Yun-wah Building, Tat Chee Avenue
 Tel No.: 3442-9014 Fax No.: 3442-0237
 Email: tpenquir@cityu.edu.hk

Application for Certification of Student Records

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

Applicant's Name: _____ Student No.

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

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Programme of Study (Code and Title): _____

Mode of Attendance: FT/PT/Combined* Email Address: _____

Information to be Certified

Type of document/Requestor (company/institution) concerned: _____

Information to be certified (Please tick as appropriate):

- Programme/Award title
- Dates attended
- Mode of study
- Others – (please specify): _____

Collection of Certified Document(s) (Please tick as appropriate)

- Collect in person
- Collect by authorized representative (Ref. no.: AU _____)
(Please see Note 3 overleaf)

 Signature of Applicant Date

Certified Document(s) Received By

 Signature of Applicant/Authorized Person * Date

(For Office Use Only)

Received by _____ Prepared by _____ Sent on _____

* Please delete where inappropriate

Certification of Student Records

Notes to Applicants

1. Students may request the Chow Yei Ching School of Graduate Studies (SGS) to certify their academic or related records (e.g. programme/award title, dates attended, mode of study, etc.) as held by the University upon presentation of a third party's official request.
2. Application without any official request from a third party will not be processed.
3. Applicants may authorize a third party to collect the certified document(s) on their behalf. For details, please visit the SGS website (<http://www.cityu.edu.hk/sgs/student/TPg/service/authorization>).

Application Procedures

Application can be made in person at the SGS Taught Postgraduate Student Records Service Counter at least **two weeks** before the date the document is required to allow adequate time for processing.