

## Application for Certified True Copy of Academic Documents

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: \_\_\_\_\_

### Document to be Certified

Academic Year	Document (e.g. Award Certificate)	Pages (If applicable)
_____	_____	_____
_____	_____	_____

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

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

Collect in person

Collect by authorized representative (Ref. no.: AU \_\_\_\_\_)  
(Please see Note 2 overleaf)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### Certified Academic Document(s) Received By

\_\_\_\_\_  
Signature of Applicant/Authorized Person \*

\_\_\_\_\_  
Date

### (For Office Use Only)

Visa/MasterCard  UnionPay  EPS  Receipt Attached

Prepared by \_\_\_\_\_

Sent on \_\_\_\_\_

\* Please delete where inappropriate

**Use of Information:** Information provided in this form will be treated as strictly confidential and will be used by the University for checking of records only.

## **Certified True Copy of Academic Documents**

### **Notes to Applicants**

1. Students may request the Chow Yei Ching School of Graduate Studies (SGS) to certify true copy of academic documents issued by the University, such as award certificate and academic transcript.
2. Applicants may authorize a third party to collect the certified academic 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 together with payment of the required fees and the original document(s) concerned.

### **Fees and Payment Methods**

Please pay by one of the following methods:

- a. direct deposit at any branch of the Hang Seng Bank (CityU current account no.: 293-318028-004); or
- b. electronic transfer to the above CityU account at any Hang Seng Bank ATM machine; or
- c. credit card (Visa, MasterCard or UnionPay) or EPS at the SGS Taught Postgraduate Student Records Service Counter

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