



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.