



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 Letter of Certification

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

Student Name: _____ Student No.

--	--	--	--	--	--	--	--	--	--

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

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Programme of Study (Code and Title): _____

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

Application Particulars (Please tick as appropriate)

- To certify the normal duration of the enrolled programme (**for current programme**)
- To certify the classification of award (**for completed programme, please see Note 4 overleaf**)
- Extension of student visa – (**please see Note 5 overleaf**)
- To issue a “Certification of Studies” letter to the HKSAR Immigration Department for application of **further stay in Hong Kong under the Immigration Arrangements for Non-local Graduates (IANG) after completion of studies at CityU (please see Note 4 overleaf)**
- Others – (please specify): _____

Collection of Certification Letter(s) (Please tick as appropriate)

Number of certification letter(s) required (HK\$30.00 per page) : _____

- Collect in person
- Send by mail to _____
 - by ordinary mail (Local)/regular air mail (Overseas) by registered mail (HK\$15.50 per recipient)
- Collect by authorized representative (Ref. no.: AU _____)
 (Please see Note 2 overleaf)

 Signature of Applicant _____
 Date

Certification Letter(s) Received By

 Signature of Applicant/Authorized Person * _____
 Date

(For Office Use Only)

Visa/MasterCard UnionPay EPS Receipt Attached Received by _____

Prepared by _____ Checked by _____ Sent on _____

* Please delete where inappropriate

Letter of Certification

Notes to Applicants

1. Students may apply for various certification letter(s) in respect of their studies at the University.
2. Applicants may authorize a third party to collect the certification letter(s) on their behalf. For details, please visit the SGS website (<http://www.cityu.edu.hk/sgs/student/TPg/service/authorization>).
3. Certification letter(s) sent overseas will be by regular air mail. CityU will not be responsible for any mishandling of mail.
4. For students who apply for certification of their academic award or for applying IANG visa, please note that the award classification will only be available after the Examination Board meeting of your College/School. If the application is made prior to the Examination Board meeting, only the fulfillment of programme requirements can be certified as appropriate and the certification letter(s) will only be available two weeks after all of your grades are released.
5. For non-local students who need certification letter(s) for an extension of their student visa, please return the completed application form with their original EEP (往來港澳通行証) for Mainland residents or passport for foreigners, which will be returned to the student or authorized person after inspection.
6. All certification letters have to be collected within six months from the date of application. After that, uncollected letters will be confidentially disposed without further notice.

Application Procedures

Application can be made by post or in person at the SGS Taught Postgraduate Student Records Service Counter together with payment of the required fees. Students should apply at least **two weeks**, excluding mail delivery time, before the date the certification letter is required to allow adequate time for processing.

You may also make an application online via AIMS. For details, please visit the SGS website (<http://www.sgs.cityu.edu.hk/student/TPg/service/certification>).

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; or
- d. bank draft in Hong Kong dollars payable to “City University of Hong Kong” (for overseas applicants)

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