

Application for Replacement Award Certificate

Please read the Notes to Applicants before completing this form.

** Please delete where inappropriate*

Part I: Personal Particulars

English Name (Family Name first) : _____ Chinese Name (if any, as in HKID card) : _____

CityU Student No. :

 HKID/Passport* No.:

Office/Home Tel : _____ Mobile Phone: _____ Email Address: _____

Part II: Request Details (Please tick as appropriate)

Reason for Replacement

- ☐ Original award certificate lost/stolen/destroyed * (please provide relevant documentary evidence as stated in Note 4 (b))
- ☐ Original award certificate damaged (please attach original award certificate)
- ☐ Original award certificate not collected within the prescribed period (Verification by duty staff ☐)
- ☐ Name change (please attach the original award certificate, a completed application form of "Change of Personal Particulars" and supporting documents such as Deed on Change of Name, HKID Card or Passport)

For change of name case, new name to be printed on the re-issued award certificate(s):

(English) _____ (Chinese) _____
(The name must be identical to the name on your HKID card or passport or as shown on the provided legal document)

Name that is printed on the original award certificates:

(English) _____ (Chinese) _____

Award Certificate(s) Requested to be Re-issued

Qualification Awarded (e.g. Master of Science in Computer Science)	Department	Date of Attendance		Classification (e.g. Credit)	Year of Conferment
		From (mm/yyyy)	To (mm/yyyy)		

Part III: Collection of Replacement Award Certificate (Please tick as appropriate)

- ☐ In person (please produce your HKID card or passport for verification when collecting the re-issued award certificate)
- ☐ By an authorized representative (please complete the attached Authorization Letter template if you authorize another person to collect the replacement award certificate on your behalf. Your authorized representative should bring along the duly signed Authorization Letter and the documents specified in the letter for collection of the award certificate)
- ☐ By registered mail (please type or print your address clearly. The University does not take responsibility for any loss of award certificate during postal delivery.)

Name and Address for
Posting of Award Certificate:

(Please write in Chinese
for address in Mainland China)

Name: _____

Address: _____

A non-refundable application fee of HK\$400 is charged for replacement of each award certificate. In the case of name change, the application fee is also HK\$400 for each of the award certificates to be replaced under the same name.

Applicable to Local Graduates

- ☐ By direct deposit at any branch of the Hang Seng Bank to the City University of Hong Kong account number **293-318028-003** *(Please attach original payment receipt with the application form)*
- ☐ By electronic transfer to the above University account at any Hang Seng Bank ATM machine *(Please attach original payment advice with the application form)*
- ☐ By electronic transfer to the above University bank account via EPS at the SGS Taught Postgraduate Student Records Service Counter
- ☐ By credit card payment at the SGS Taught Postgraduate Student Records Service Counter

☐ By bank draft in Hong Kong dollars payable to the “City University of Hong Kong”

☐ By credit card payment: *(Only Visa Card and Master Card are accepted for the mail order service)*

Card type (please tick)	VISA										MASTER									
Name printed on credit card (BLOCK LETTERS)																				
Card number																				
Card validation number (the last 3-digit number indicated on the signature panel at the back of the card)																				
Expiry date (Month/Year)																				
Authorized signature on credit card																				

I am aware that I am not permitted to retain more than one copy, including the replacement copy, of the award certificate for each academic qualification I obtained from the City University of Hong Kong. I hereby declare that my original award certificate(s) for the academic qualification(s) of

- ☐ is/are* lost/stolen/destroyed/damaged*
- ☐ was/were* not collected within the prescribed period
- ☐ has/have * to be replaced as my name has been legally changed subsequent to my graduation from the University.

I understand that I must surrender to the University ALL award certificates bearing my former name, and that my replacement award certificate which bears my new legal name can only be processed after approval is given by the University on the updating of my new legal name in its student records.

Signature of the Applicant: _____ Date: _____

(For Office Use Only) Completed by Service Counter Duty Staff

Received by: _____ (name) Payment received by: ☐ EPS/Credit Card/UnionPay/ATM/Direct Deposit
☐ Proof of payment attached

Acknowledgement Receipt:

Signature: _____ Date: _____

Application for Replacement Award Certificate

Notes to Applicants

1. The award certificate issued by the City University of Hong Kong is a unique document. The University does not issue duplicate copy of an award certificate under any circumstances.
2. If a graduate's award certificate was permanently lost/destroyed, not collected within the period prescribed by the University, or if in the case of legal name change, a graduate requires his/her updated name to be printed on the award certificate, he/she may apply for replacement award certificate(s) from the Chow Yei Ching School of Graduate Studies. However, a graduate is only permitted to retain ONE award certificate, including the replacement award certificate, for each academic qualification he/she is conferred by the University.
3. Although a replacement award certificate is equally valid and legal as the original award certificate, it may not be of replica of the original award certificate in respect of the paper, wordings and signatures, etc. The replacement award certificates are printed in the current format, including use of the signatures of the current University Officers. Each replacement award certificate bears at the bottom edge a notation that states “this award certificate is reissued on (date)” in English and “此畢業證書於(日期)補發” in Chinese.
4. To apply for replacement award certificate, a graduate should complete the attached application form and provide the following documents with the form:
 - (a) A copy of his/her HKID card/passport (it will be returned to the graduate with the replacement award certificate);
 - (b) Relevant documentary evidence such as a police report (only police report with case details and official chop of the police station is accepted), notarized statement or declaration administered by a Commissioner for Oaths for lost or destroyed award certificate. Name, HKID/Passport number and Name of Award Title must be included on the above document;
 - (c) For change of name case, a duly completed application form of “Change of Personal Particulars” available at the “Form Download” section of the SGS website (“<http://www.cityu.edu.hk/sgs>”) or SGS Taught Postgraduate Student Records Service Counter and supporting documents such as Deed on Change of Name, HKID Card or Passport;
 - (d) The original award certificate(s) of which the graduate applies for a replacement copy (for damaged award certificate or for name change); and
 - (e) The required application fee of HK\$400 for each replacement award certificate.
5. It will normally take 4 weeks’ time to prepare for the replacement award certificate(s), counting from the date of receiving the duly completed and signed application form and all the required documents and charges.
6. The University reserves the right of not issuing replacement award certificate(s) to a graduate in the event that he/she has any unmet obligations to the University (e.g. unsettled charges, outstanding fines, etc.) or if the graduate is not able to produce the required documents pertaining to the application for replacement award certificate or settle the required replacement fee.
7. A graduate may collect the replacement award certificate(s) in person or authorize a representative to collect the award certificate(s) from the SGS Taught Postgraduate Student Records Service Counter upon notification. The graduate may authorize a third party to collect the award certificate(s) on the graduate’s behalf. In this case, the authorized person should present the following upon collection of the award certificate(s):
 - An authorization letter signed by the graduate concerned.
 - A copy of the student identity card/HKID card/passport of the graduate concerned.
8. A graduate may request the sending of his/her replacement award certificate(s) by registered mail to the given address. He/she will be notified by email when the replacement award certificate is sent out. The University will not be liable for any loss of the award certificate during postal delivery.
9. As the application fee is non-refundable, applicants are advised to check with the Chow Yei Ching School of Graduate Studies, before making application and payment for the replacement award certificate, whether their original award certificates have been collected if they are not sure about this.
10. Enquiries can be made to the Chow Yei Ching School of Graduate Studies via email at tpenquir@cityu.edu.hk or telephone at (852) 3442 9014.
11. Information provided in this form will be treated as strictly confidential and will be used by the University for checking of records only. For details, please read the Personal Information Collection Statement (PICS) for Students (<https://banweb.cityu.edu.hk/cityu/pics.htm>).

Authorization Letter

Date: _____

Chow Yei Ching School of Graduate Studies
City University of Hong Kong

Dear Sir/Madam,

I, _____ / _____ / _____
(full name) (CityU student number) (programme code)

hereby authorize _____ / _____
(name of the person) (HKID or Passport no.)

to apply for/collect on my behalf the award certificate(s).

A photocopy of my Student ID Card/HKID Card/Passport is attached for your verification and it will be returned to my representative after inspection.

My representative understands that he/she will be required to produce his/her HKID card or passport for identification and record purposes when applying for/collecting the said document(s) on my behalf.

I also confirm that my representative shall have the authority to sign for acknowledgement of the receipt of the said document(s). I understand that I shall be fully responsible for the non-delivery, if any, of the said document(s) by my representative.

In addition, I understand that this authorization is valid up to six months from the date of submission and information provided will be used by the University for checking of records as stipulated in the Personal Information Collection Statement (PICS) for Students (<https://banweb.cityu.edu.hk/cityu/pics.htm>).

Yours faithfully,

(signature)