



香港城市大學
City University of Hong Kong
專業 創新 胸懷全球
Professional · Creative
For The World

(01/2018)

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 Testimonial

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: _____

Collection of Testimonial (Please tick as appropriate)

Number of Testimonial(s) required (HK\$30 per copy): _____

- 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

Testimonial(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.

Testimonial

Notes to Applicants

1. A testimonial is a standard report to certify a student's current enrolment status with regard to his/her studies at the University.
2. Applicants may authorize a third party to collect the testimonial(s) on their behalf. For details, please visit the SGS website (<http://www.cityu.edu.hk/sgs/student/TPg/service/authorization>).
3. The testimonial(s) sent by post will be by regular air mail for overseas recipients and ordinary mail for local recipients. The University will not be responsible for any mishandling of mail.

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. Those who apply in person at the Service Counter can normally collect their testimonials on the day they make the applications. If the request is made by post, please allow 7 working days, excluding mail delivery time, for processing.

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.