



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 Academic Transcript

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): _____

Number of Academic Transcript Required _____ Email Address: _____
(HK\$50 per copy for each programme of study): _____

Collection of Academic Transcript (Please tick as appropriate)

- 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 4 overleaf)

- Seal the academic transcript(s) in CityU envelope/the envelope provided * by the applicant
 - certify my student records as held by the University upon the official request as in the attached document issued
by: _____ (company/institution)
and seal the completed form with the academic transcript(s)

Signature of Applicant _____
Date

Amount Payable by the Applicant

	Amount (HK\$)
Number of transcript(s) required (HK\$50.00 per copy) : _____	_____
Postage (Registered @HK\$15.50 per recipient)	_____
Total:	_____

Academic Transcript(s) Received/Checked * 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.

Academic Transcript

Notes to Applicants

1. An academic transcript is an official academic record of a student's studies at the University, including grades assigned for courses.
2. Academic transcripts issued during examination/assessment period will only include course results and/or award classification processed and approved by Assessment Panels/Examination Boards.
3. Applicants who want to have their academic transcripts sealed should indicate their requests in the application forms. Sealing service will not be provided retrospectively for academic transcripts that have been collected by applicants. It is the applicant's responsibility to put down accurate and legible address on the envelope used for sealing the academic transcripts. If additional documents are required to be sent with the academic transcripts, applicants should apply by post or in person.
4. Applicants may authorize a third party to collect the academic transcript(s) on their behalf. For details, please visit the SGS website (<http://www.cityu.edu.hk/sgs/student/TPg/service/authorization>).
5. Academic transcripts sent by post will be by regular air mail for overseas recipients and ordinary mail for local recipients. Additional postal fee will be required for registered mail. The University will not be responsible for any mishandling of mail.
6. The University reserves the right to withhold issuance of an academic transcript to an applicant who has not paid fees/other monies owed to the University, or who has failed to discharge all obligations towards the University, or upon the advice of the applicant's home academic unit.

Application Procedures

1. Online through AIMS (for Current Students and Alumni only)
You may apply online through AIMS of the University. You may refer to the SGS website for the procedures (<http://www.sgs.cityu.edu.hk/student/TPg/service/transcript>). Please allow 7 working days, excluding mail delivery time, for processing.
2. By Post or in Person
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 the academic transcripts 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

**Application fee per copy for each programme of study:
HK\$30 for online application, HK\$50 for paper form application.**

1. For online application, applicants will be required to settle the payment by credit card (Visa or MasterCard) through the web.
2. For application by post or in person, 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 Union Pay) 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)
3. For fees settled by method 2(a) or (b) above, please attach the original receipt to the application form as proof of payment.