

Instructions on Application for Award Certificate

[AIMS > Alumni Services > Application for Award Certificate](#)

To apply the award certificate (original) to be delivered by Registered Mail.

1. Select the programme of the award certificate (original) you wish to receive by registered mail.
[One application for one programme only](#). Then, click “Continue”.

Application for Award Certificate

Please read the **Notes to Applicants [undergraduate programmes]** and **Personal Information Collection Statement [undergraduate programmes]** before completing this form.

Name : MANGT Waj (張昕)
Student ID :
Email : dsboaiboh4-@my.cityu.edu.hk

Please note that each online application accommodates only one award certificate, representing a single academic programme, sent to one specified recipient.

Select Programme:

☐ BBA3 (QFRM) - Bachelor of Business Admin in Quantitative Finance and Risk Management (awarded in 2026)

Select Document Type:

☐ Award Certificate (Original Copy delivered by Registered Mail)
Collection deadline for BBA3 (QFRM): 31-DEC-2027

University's policy to retain award certificates for collection **up to 31 December of the following year after graduation**

Continue

2. Read the Recipient Information before submitting the application.

Application for Award Certificate

Please read the **Important Notes** and **Personal Information Collection Statement** before completing this form.

Name : MANGT Waj (張昕)
Student ID :
Email : dsboaiboh4-@my.cityu.edu.hk
Programme : BBA3 (QFRM) - Bachelor of Business Administration (Honours)
Document Type : Award Certificate (Original Copy delivered by Registered Mail)

Recipient Information

Please indicate the recipient, the mailing address and the delivery method below. If you have been awarded more than one academic qualification by the University, please submit a separate application for each academic qualification conferred.

**** Notes for filling in the application**

1. Graduates are permitted to retain only ONE award certificate for each academic qualification the University has conferred upon them. The University does not issue duplicate copies of award certificates under any circumstances. **Applicants are responsible for any risks associated with the delivery of their award certificates via registered mail. The University is not liable for any loss, damage, or delay during transit, and replacement certificates will not be issued for lost or damaged items.**
2. The application fees, once paid, are non-refundable and non-transferrable.
3. Applicants who are unsure whether their original award certificates have been collected are advised to check with the Academic Regulations and Records Office (ARRO) before submitting an application.
4. Applicants must clear all outstanding matters with the University (e.g. tuition fees, books or fines with the library, student loans, etc.) before the award certificate will be mailed.
5. The University reserves the right to withhold the delivery of award certificates to graduates who have not settled fees or fines owing to the University, or who have failed to discharge their obligations towards the University.
6. Please fill in the application details carefully. No changes can be made after you proceed to payment.
7. Please input the address in Chinese if your mailing address is in Chinese Mainland.
8. The award certificate will be sent by registered mail via Hongkong Post. No P.O. Box address will be accepted.
9. For current-semester/term graduates, applications will only be processed once award certificates are officially ready for distribution.

3. Fill in the Mailing Information. For delivery to the Chinese Mainland, the mailing address must be provided in Chinese and a telephone number is required. For Hong Kong and other destinations, the address may be provided in either English or Chinese.

Request No. : TR113842721

Number of Copies : 1

Delivery Method : ☒ By Registered Mail

Depending on the location of the recipient address, the application fees for delivery of award certificate by registered mail are as follows:

Hong Kong, China	HK\$50
Chinese Mainland / Macao, China	HK\$100
Others	HK\$120

Payment Method : ☒ CityUHK Pay

Note: Field marked with * is limited to 20 Chinese characters / 40 English characters.

Attention To* :

Mailing Address* :

:

:

City* :

Zip / Postal Code :

Country/Territory : -- Please Select --

Application fees - based on the "Country/Territory" selected

4. Reconfirm you have read the Recipient Information and the mailing information entered. Then, click "process payment".

Request No. : TR113842721

Number of Copies : 1

Delivery Method : By Registered Mail

Payment Method : CityUHK Pay

Attention To : MANGT Waj (張昕)

Mailing Address : Rm 100, 3/F, Block B
Testing Building
Testing Garden

City : Hong Kong

Zip / Postal Code :

Country/Territory : Hong Kong, China

Reconfirm: mailing address and application fee

You have requested 1 Award Certificate (Original Copy) to be delivered By Registered Mail. Please proceed to pay the application fee of HK\$50.00 via CityUHK Pay. Please note that all paid fees are strictly non-refundable.

5. Go to CityU Pay to check the amount, choose the payment method and complete the payment.

CityU CityU Pay
香港城市大學
City University of Hong Kong

Items: 1 Total: \$50.00

Payment Methods

This is a list of different ways you can pay for your selections. To proceed, please select one of the following.

Credit Card Simulator
Pay by simulator for Visa and Mastercard.

Credit Cards / Mobile Wallets
Pay using credit cards (Visa, Mastercard and China UnionPay) and mobile wallets (Apple Pay, CUP, QuickPass, FPS, Alipay HK/CN, WeChat Pay HK/CN and PayMe)

CityU 香港城市大學
City University of Hong Kong

Thank you for your payment.

This email is confirmation of your payment. A summary of the transaction is below and you may also download the receipt for record.

[Download Receipt](#)

Payment Summary

Date: 02/10/2026
Receipt No: SSP-T000178
Invoice No: T000005985
Total: \$50.00

6. After payment is completed, an acknowledgement of the Award Certificate application will be displayed, and an acknowledgement email will be sent to your email account.

Application for Award Certificate

Please read the [Important Notes](#) and [Personal Information Collection Statement](#) before completing this

Name : MANGT Waj (張昕)
Student ID :
Email : dsboai boh4-@my.cityu.edu.hk
Programme : BBA3 (QFRM) - Bachelor of Business Administration (Honours)
Document Type : Award Certificate (Original Copy delivered by Registered Mail)
Delivery Method : By Registered Mail

Acknowledgement of Award Certificate Application

Please find the details regarding your submitted award certificate application below.

Name	: MANGT Waj (張昕)
Student ID	:
Programme	: BBA3 (QFRM) - Bachelor of Business Administration (Honours)
Graduation Date	: 2 February, 2026
Document Type	: Award Certificate (Original Copy delivered by Registered Mail)

Request No.	: TR113842721
Delivery Method	: By Registered Mail

Mailing To:

MANGT Waj (張昕)
Rm 100, 3/F, Block B
Testing Building
Testing Garden
Hong Kong

Email to receive the
acknowledgement email

An email notification will be sent to your email account: dsboai boh4-@my.cityu.edu.hk.
To protect your own privacy, make sure that you properly exit AIMS before you leave your terminal.

7. You can check the **application status** and **tracking number** after the application is completed. Alternatively, you can check the collection status if you have collected your award certificate in person or by authorized person.

Examples of application status and delivery method:

Application for Award Certificate

Please read the Notes to Applicants [[undergraduate programmes](#)] and Personal Information Collection Statement [[undergraduate programmes](#)] before completing this form.

Name : MANGT Waj (張昕)
 Student ID :
 Email : dsboaiboh4-@my.cityu.edu.hk

Application/Collection History

	Document Type	Programme	GradTerm	Status	ApplReqID	Delivery Method	Phone(P)/Tracking No(T)/Acknowledgment Email Addr.	Last Updated (dd/mm/yyyy)
1	Original Copy	BBA3 (QFRM)	202509	Processing	TR113842721	By Registered Mail		02/10/2026 18:08:04

Application/Collection History

	Document Type	Programme	GradTerm	Status	ApplReqID	Delivery Method	Phone(P)/Tracking No(T)/Acknowledgment Email Addr.	Last Updated (dd/mm/yyyy)
1	Original Copy	BSCSIU4 (CM)	202502	Collected		In Person	koko2224tam@gmail.com	25/08/2026 15:42:44

Application/Collection History

	Document Type	Programme	GradTerm	Status	ApplReqID	Delivery Method	Phone(P)/Tracking No(T)/Acknowledgment Email Addr.	Last Updated (dd/mm/yyyy)
1	Original Copy	BBAU2 (MKT1)	202509	Collected		Through an Authorized Representative AU0008971922		02/09/2026

Application/Collection History

	Document Type	Programme	GradTerm	Status	ApplReqID	Delivery Method	Phone(P)/Tracking No(T)/Acknowledgment Email Addr.	Last Updated (dd/mm/yyyy)
1	Original Copy	BSCCCU3 (CSC)	202409	Mailed	TR113832203	By Registered Mail	(T) TR123123444411	30/07/2026 11:53:28

Outstanding item(s) with Library or SDS

If outstanding item(s) with Library or SDS are found, no application can be made. Graduates must settle all outstanding items before applying for and collecting their award certificate.

Award Certificate Application (By Admin)

Please read the Notes to Applicants [[undergraduate programmes](#)] and Personal Information Collection Statement [[undergraduate programmes](#)] before completing this form.

Name : NOFYT Iitq Zia
Student ID :
Email : ecnklcvqk4-@my.cityu.edu.hk

Showing the outstanding items and amount

Award Certificate (Original Copy) is on hold due to:

1. Failure to settle outstanding fee in the amount of HK\$9,741.00 owed to the University.
2. Failure to settle outstanding matters with Run Run Shaw Library: HK\$2,023.00 fines to be settled.

Please note that you will **NOT** be permitted to apply for "Award Certificate (Original Copy delivered by Registered Mail)" until the above outstanding matters have been fully resolved. Please notify the [Academic Regulations and Records Office](#) once you have settled the outstanding matters.

Select Programme:

- ☐ BSCSIU4 (CM) - Bachelor of Science in Computing Mathematics (awarded in 2025)

Select Document Type:

- ☐ Award Certificate (Original Copy delivered by Registered Mail)
Collection deadline for BSCSIU4 (CM): **31-DEC-2026**

You **MUST** settle your outstanding items before making Award Certificate Application!

Another Student

- **For items owed to Library:** Please contact Run Run Shaw Library to settle the overdue fines or unreturned books. After you have settled the outstanding Library matters, you can apply through AIMS on the following day after 2:00 a.m.
- **For loans owed to SDS:** After settling the outstanding amount owed to the University (e.g. an SDS loan), please submit the payment proof to ARRO (asgrad@cityu.edu.hk) for verification. Upon confirmation of the payment, ARRO will update the outstanding record, reopen the system, and notify you by email. You may then submit your Award Certificate application through AIMS.

(Last update: 14 Oct 2026)