

Application for Academic Transcript

Each application serves one programme of study for one mailing address only.
Academic Transcript(s) will be sealed in CityU envelope upon collection or for mailing.
Please read the Notes to Applicants overleaf carefully before submission.

Part I. Personal Particulars

Student Name: _____

Student/ HKID No.: _____ Passport No. (Optional): _____

Phone No: _____ Email (CityU email preferable): _____

Programme/ Major (Code/ Title): _____

Part II. Delivery Method of Academic Transcript(s) [please mark “✓” in the appropriate box(es)]

- ☐ In-person/ By an authorised representative (Note 3 overleaf)
- ☐ By ordinary mail (*local*)/ regular air mail (*overseas*) to the address indicated in Part IV (Note 4 overleaf)
- ☐ By registered mail with additional postage to the address indicated in Part IV (Note 4 overleaf)
- ☐ World Education Services (WES) (Note 5 overleaf) WES. Reference No.: _____

Signature of Applicant/ Authorised person*

Date

Part III. Amount Payable by the Applicant

Item	Amount (HK\$)	No. of Copies	Total Amount (HK\$)
Academic transcript for the Programme/ Major indicated above	60.00 (<i>per copy</i>)	_____	_____
Postage by Registered Mail (<i>if applicable</i>)	15.50 (<i>per application</i>)	N/A	_____
Total:			_____

Payment Method (Note 2 overleaf): ☐ Visa/MasterCard/UnionPay ☐ EPS ☐ Direct Deposit/ATM Transfer

Part IV. Mailing Address

Name: _____

Address: _____

Postal/Zip Code (*mainland/overseas*): _____

- ※ Please fill in **BLOCK** letters or Chinese (*if applicable*).
- ※ P.O. Box not accepted.
- ※ The University does not take responsibility for any loss of academic transcript(s) during postal delivery.

Part V. For Internal Use Handled by: _____ Date: _____

Notes to Applicants

1. Application Fees:

Application Method	Fees (HK\$)	Document Ready for Delivery/ Mailing [^]
Online (<i>via AIMS</i>)	\$40	3 working days upon receiving the applications
By post or by email	\$60	7 working days upon receiving the applications
In-person	\$60	normally on the same day of applications

[^]Please allow extra processing time during peak periods (e.g., after examinations, before the new academic year).

2. Fees Payment:

Payment Method	Online Application	Mail-in Application	Walk-in Application at ARRO Service Centre
Visa/ MasterCard	✓	#	✓
UnionPay			✓
EPS			✓
Direct Deposit/ ATM Transfer to CityU's Hang Seng Bank Account <u>293-318028-003</u>		✓ <i>please attach the original receipt to the application form as proof of payment</i>	✓ <i>please attach the original receipt to the application form as proof of payment</i>

#For overseas applicants only: please email us (as@cityu.edu.hk) for the credit card mail order service.

3. For request to be collected by an authorised representative, please provide the following documents on spot:
 - An authorisation letter signed by the applicant. Letter template is downloadable from [ARRO's homepage](#) » Form Download or available at ARRO Service Centre;
 - A copy of the applicant's student identity card/HKID card/passport (*returnable to the authorised person after inspection*). Electronic copy acceptable;
 - HKID card or passport of the authorised person (*for on-spot verification*).
4. The academic transcript(s) will be sent from [Hongkong Post](#) if mailing service is required. Before submitting your application, please [check](#) whether the postal services are available for your destination. **No P.O. Box address will be accepted.** The University does not take responsibility for any loss of academic transcript(s) during postal delivery.
5. For request to be uploaded to World Education Services (WES), please provide the WES reference number.
6. CityU reserves the right to withhold issuance of the requested document(s) to an applicant who:
 - a. has unpaid fees/ other monies owed to CityU, or
 - b. has failed to discharge all obligations towards CityU, or
 - c. upon the advice of the applicant's home academic unit.
7. [Personal Information Collection Statement](#)

