

Application for SCOPE Graduate Services

*Each application serves one mailing address only.
Please read the Notes to Applicants carefully before submission.*

Part I. Personal Particulars and Programme Record

English Name: _____ Chinese Name: _____

HKID No./ Passport No.: _____

Phone No.: _____ Email: _____

Programme Name: _____

Year of Admission: _____ Year of Graduation: _____

Part II. Application Particulars (please mark “✓” in the appropriate box)

No. of Copies

☐ Letter of Certification (Note 3^)

(☐ Include HKQF Level (availability depends on the selected programme of study)) _____

☐ Certified Copy of Academic Document (Note 4^)

☐ Certified Copy of Academic Transcript _____

☐ Certified Copy of Award Certificate _____

Part III. Delivery Method of Letter of Certification and Certified Copy (please mark “✓” in the appropriate box)

☐ By ordinary mail (*local*)/ regular air mail (*overseas*)* to the address indicated in Part V (Note 6^)

☐ By registered mail with additional postage to the address indicated in Part V (Note 6^)

☐ World Education Services (WES) (Note 5^) WES. Reference No.: _____

Signature of Applicant: _____ Date: _____

Part IV. Mailing Address (Note 6^)

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 mail during postal
delivery.

Notes to Applicants

1. Application Fees:

#All fees paid are non-refundable and non-transferable. Applicants are strongly advised to submit their completed application form to arro.scope@cityu.edu.hk before making any payment. Upon record verification and confirmation of service availability, instructions for payment will be provided. The proof of payment should then be submitted to the aforementioned email address for processing.

Services	Fees per Copy (HK\$)	Document Ready for Delivery / Mailing [^]
Letter of Certification	\$60	Approximately 14 working days upon receipt of the completed applications along with the payment proof#
Certified Copy	\$40	

[^] There will be no additional charge if ordinary mail or regular air mail is chosen as the delivery method. However, if registered mail is chosen, there will be a charge of HK\$15.50 per application.

2. Payment Method:

Direct Deposit/ ATM Transfer to CityU's Hang Seng Bank Account 293-318028-003	Please only arrange payment and send the original receipt to arro.scope@cityu.edu.hk upon record verification and confirmation of service availability.
Visa/ MasterCard	For <u>overseas applicants</u> only: Further instructions will be given for the credit card mail order service.

- The Letter of Certification applies to graduates of CityUHK SCOPE Certificate/Diploma and non-local programmes. For graduates of full-time top-up degree programmes who were admitted before 1 July 2008, please contact the awarding institution(s) for certification services. The award title, award classification, along with the medium of instruction, will be certified in the letter if available. This follows a standard template. If applicable, the graduate may choose to include the Hong Kong Qualifications Framework (HKQF) level. Another standard template, unlike the above, would be used for the Yi Jin programme and Basic Food Hygiene Certificate for Hygiene Managers programme.
- Graduates may request CityUHK SCOPE to certify a copy of academic documents for CityUHK SCOPE Certificate/Diploma programme (except Yi Jin Programmes). Graduates who have lost or destroyed their academic documents, or need them for further studies' verification, may apply for a Certified Copy as academic verification; however, availability cannot always be assured. If the records are unavailable, graduates could consider applying for a Letter of Certification as an alternative. For non-local programme(s), please contact the awarding institution(s) for assistance.
- For requests to be uploaded to World Education Services (WES), please mark the WES reference number on the application form. This service is available only for CityUHK SCOPE Certificate/Diploma programme. For non-local programme(s), please contact the awarding institution(s) for assistance.
- The Letter of Certification and Certified Copy will be sent from [Hongkong Post](#) if mailing service is required. Prior to application submission, please verify if postal services are available for the intended destination. **No P.O. Box address will be accepted.** The University does not take responsibility for any loss of mail during postal delivery.
- [Personal Information Collection Statement](#)

