Application for Certification of Student Records
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. Programme Record for the Application
Programme/ Degree (Code/ Title): __________________________________________________________
Major Code/ Title (if applicable): __________________________________________________________

Part III. Application Particulars [please mark “✓” in the appropriate box(es)]
Name of organisation concerned: __________________________________________________________
Type of document:  
☐ Enrolment details, e.g., degree/ major title, dates attended, mode of study, level of study, expected graduation date, etc.
☐ Tuition fees
☐ Course registration record
☐ Others (please specify): _______________________________________________________________

Part IV. Collection of Certified Document(s) (please mark “✓” in the appropriate box)
☐ In-person
☐ By an authorised representative (Note 2 overleaf)

_________________________________  _____________________________
Signature of Applicant/ Authorised person*  Date

Part V. For Internal Use  Handled by: _____________________________  Date: _____________________________
* Please delete as appropriate
Notes to Applicants

1. Students may request the Academic Regulations and Records Office (ARRO) to certify their academic or related records (e.g. degree/major title, award title, dates attended, tuition fees, etc.) as held by the University upon presentation of a third party’s official request.

2. 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).

3. Personal Information Collection Statement

   ![QR Code]