

Application for Academic Transcripts/Testimonials/Certified True Copies (SGS10)

This application form is to be used by research degree and professional doctorate students and graduates. Please read the instructions overleaf carefully before completing this form. Completed forms should be returned to the Chow Yei Ching School of Graduate Studies together with the original payment receipt of the required fee.

Section A Personal Particulars (please tick as appropriate)

Name: _____ Student No.: _____
 Programme: _____ Department/School/College: _____
 Contact Phone No.: _____ Contact Email: _____
 HKID/Passport No: _____

Section B Documents Required (Please tick the appropriate boxes; please delete as appropriate*)

- Academic Transcript (HK\$60 per copy for paper form application)
 _____ copy/copies of my **MPhil / PhD / EngD / JSD/ DBA *** academic transcript
- Testimonial (HK\$60 per copy for paper form application)
 _____ copy/copies of the testimonial for programme: **MPhil / PhD / EngD / JSD/ DBA ***
- Address to: To Whom it May Concern
 Extension of visa to be processed in Hong Kong (Students from **Chinese Mainland**)
 Extension of visa to be processed in Hong Kong (Students other than those from **Chinese Mainland**)
 Entry Visa Section (extension of visa to be processed outside of Hong Kong)
 Others: _____
- Purpose: Applying visa for travel/study leave/conference (without SGS conference grant)
 Conference Attendance (only applicable to conference grant approved by SGS)
 Conference Title: _____
 Country: _____ City: _____
 Conference Date: _____ to _____ (DD/MM/YYYY)
 Extension of visa after e-thesis approval
 Extension of visa within the maximum study period
 Others: _____

Include financial record(s): **Yes / No*** (records may be adjusted according to the record status on the issue date)
 Include medium of instruction: **Yes / No***

- Certified True Copy (HK\$40 per copy) - Please certify the **attached document(s)** as a true version:
 Academic Transcript: _____ copy/copies
 Award certificate: _____ copy/copies

Section C Collection Methods (please tick as appropriate)

- In person
 Through an authorized person (presentation of an authorized letter is required)
 By post to the following address (with postal code): _____

 Student's Signature

 Date

(For Office Use Only) Electronic Payment Trace no.: _____ Total: HK\$ _____

Please read the following information before completing this form.

Application for Academic Transcripts

1. An academic transcript is a certification of a student's record of academic performance at the University.
2. The University reserves the right to withhold the academic transcripts of students who have not settled fees or fines owing to the University, or who have failed to discharge their obligations towards the University.
3. Academic transcripts will be charged at **HK\$60 per copy for paper form application and HK\$40 per copy for online application.**

Application for Testimonials

4. A testimonial is a certification of a student's registration record regarding his or her study at the University.
5. The University reserves the right to withhold the testimonials of students who have not settled fees or fines owing to the University, or who have failed to discharge their obligations towards the University.
6. Testimonials will be charged at **HK\$60 per copy for paper form application and HK\$40 per copy for online application.**

Application for Certified True Copies

7. Certified true copies are a certification of official University documents (e.g., academic transcript, award certificate)
8. Certification of official University documents will be charged at **HK\$40 per copy.**

Application Procedures

9. The fee for academic transcripts/testimonials/certified true copies can be settled:
 - at any branch of the Hang Seng Bank (**CityUHK Account No.: 293-318028-003**);
 - via electronic transfer to the above CityUHK account at any Hang Seng Bank ATM machine;
 - via electronic payment at the SGS Service Counter.
10. Students who wish to apply for an academic transcript/testimonial/certified true copy should submit an application to the Chow Yei Ching School of Graduate Studies together with the original payment receipt of the required fee. The processing time will be **at least seven working days after the following conditions have been satisfied:**
 - Application(s) concerning the testimonial purpose (such as SGS Conference Grant, Study Leave and Study Interruption) have been approved, if applicable;
 - Payment for the testimonial application has been received.
11. Upon request, academic transcripts/testimonials/certified true copies will be sent by ordinary mail to the applicant's specified address. Academic transcripts/testimonials sent overseas will be by regular mail only. Please note that the Chow Yei Ching School of Graduate Studies will not be responsible for any loss that might occur during the transmission.
12. No amendments or refunds shall be permitted subsequent to this initial submission.