![CityU logo] 香港城市大學 City University of Hong Kong

Chow Yei Ching School of Graduate Studies
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Fax No.   +852 3442 0237   Website   www.cityu.edu.hk/sgs

Application for Certification of Student Records
[for Master's students only]

Please read the Notes to Applicants overleaf before completing this form.

Student Name: _____   Student No. ☐☐☐☐☐☐☐☐

Day-time Contact Phone No.: _____   HKID/Passport* No. ☐☐☐☐☐☐☐☐☐

Programme Title: _____
(e.g. MA Language Studies, MSc Business Information Systems, JD, LLM, ...)

Department: _____   Email Address: _____

Information to be Certified

Type of document/Requestor (company/institution) concerned: _____

Information to be certified (Please tick as appropriate):

☐ Programme/Award title

☐ Dates attended

☐ Mode of study

☐ Others – (please specify): _____

_____

Collection of Certified Document(s) (Please tick as appropriate)

☐ Collect in person

☐ Collect by authorized representative (Ref. no.: AU_____)
(Please see Note 3 overleaf)

Application Submitted By	**Document(s) Received By**
_____	_____
Signature of Applicant/Authorized Person *	Signature of Applicant/Authorized Person *
_____	_____
Date	Date

(For Office Use Only)

Received by _____ Prepared by _____ Sent on _____

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* Please delete where inappropriate

Certification of Student Records

Notes to Applicants

1. Students may request the Chow Yei Ching School of Graduate Studies (SGS) to certify their academic or related records (e.g. programme/award title, dates attended, mode of study, etc.) as held by the University upon presentation of a third party's official request.

2. Application without any official request from a third party will not be processed.

3. Applicants may authorize a third party to collect the certified document(s) on their behalf. For details, please visit the SGS website (*https://www.cityu.edu.hk/sgs/student/masters/services/authorization*).

4. Information provided in this form will be treated as strictly confidential and will be used by the University for record verification purposes only. For details, please read the Personal Information Collection Statement (PICS) for Students (*https://banweb.cityu.edu.hk/cityu/pics.htm*).

Application Procedures

Application can be made in person at the SGS Service Counter. The certification is normally available for collection within 7 working days upon receipt of the application. During peak periods such as end of semesters/terms, more time may be required for processing.