

Application for Certified True Copy of Academic Documents

[for Master's students only]

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

Student Name: _____

Student No.

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Day-time Contact Phone No.: _____

HKID/Passport* No.

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Programme Title: _____

Department: _____

(e.g. MA Language Studies, MSc Business Information Systems, JD, LLM,)

Total number of certified true copy(s) required: _____

Email Address: _____

(HK\$40.00 per copy for each programme)

Document to be Certified (Please tick as appropriate)

☐ Academic Transcript (please see Note 2 overleaf)

☐ Award Certificate

☐ Others – (please specify): _____

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

☐ Collect in person

☐ Post to (mailing address) _____

☐ by ordinary mail (Local)/regular air mail (Overseas) ☐ by registered mail (HK\$15.50 per recipient)

☐ Collect by authorized representative (Ref. no.: AU _____)
(Please see Note 2 overleaf)

Application Submitted By

Document(s) Received By

Signature of Applicant/Authorized Person *

Signature of Applicant/Authorized Person *

Date

Date

(For Office Use Only)

☐ Electronic Payment (Trace no.: _____)

☐ Receipt Attached

Prepared by _____

Sent on _____

Certified True Copy of Academic Documents

Notes to Applicants

1. Students may request the Chow Yei Ching School of Graduate Studies (SGS) to certify true copy of academic documents issued by the University, such as award certificate and academic transcript.
2. For certification of academic transcripts, students will first need to apply for an academic transcript at the SGS Service Counter and the printed original(s) will then be used for the certification of true copy.
3. Applicants may authorize a third party to collect the certified academic 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 together with payment of the required fees and the original document(s) concerned.

Fees and Payment Methods

Please pay by one of the following methods:

- a. direct deposit at any branch of the Hang Seng Bank (CityUHK current account no.: 293-318028-003); or
- b. electronic transfer to the above CityUHK account at any Hang Seng Bank ATM machine; or
- c. electronic payment at the SGS Service Counter

For fees settled by method (a) or (b) above, please attach the original receipt to the application form as proof of payment.