

Chow Yei Ching School of Graduate Studies

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Application for Delivery of Award Certificate by Registered Mail

(for Master's students only)

	Notes	to	Apr	olica	ınts
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- 1. **This form must be duly completed.** Please complete the form and send it to the Chow Yei Ching School of Graduate Studies <u>in person/by post/by CityUHK alumni email</u> with a copy of your HKID card/Passport and the required application fee. Please refer to Part III of this form for the payment methods.
- 2. The application fees for the delivery of the award certificate by registered mail are as follows:

Local address HK\$50 Mainland address HK\$100 Overseas address HK\$120

The application fees are non-refundable.

- 3. The award certificate will be mailed within 7 working days upon receipt of the duly completed and signed application form and all required documents and charges. During peak periods in July, August, November and December, the processing time may take up to 10 working days. For applicants who graduate in the current semester/term, applications will only be processed when the relevant award certificates are available for distribution to all graduates.
- 4. The award certificate will be sent by registered mail via <u>Hongkong Post</u>. Please check the HongKong Post website for updates on postal services and estimated delivery time prior to the submission of your application. No P.O. Box address will be accepted. The University will not be responsible for any mishandling of mail and no replacement award certificate will be issued.
- 5. Students must clear all outstanding matters with the University (e.g. tuition fees, books or fines with the library, student loans, etc.) before the award certificate will be mailed.
- 6. 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).

Part I: Personal Partic	<u>culars</u>			
CityUHK Student ID: _		Student Name:		
Day-time Contact Phon	ne No.:	Email:		
Programme of Study (C	Code and Title):			
Year of Graduation: Set *Please delete where inappro	mester A/Semester B/Sun opriate	nmer Term*,	(Year)	
(For Office Use Only)	Completed by SGS staff			
Application received on:	(Date)	by:(Name)	HKID card/Passport attached:	
Payment received by:	Mail order processed	Receipt attached	Mailed on:	(Date)

Part II: Mailing Details

Name and Address for Delivery of Award Certificate: (Please write in Chinese for address in Mainland China and write the phone number next to the recipient's name if necessary) # For mainland/overseas address only	Name: Address:					-
	Country#:					-
	Postal/Zip code	·:				
•						
Part III: Payment Information						
A non-refundable application (overseas address) is charged for		,	,		s) / HK\$1	120
Applicable to Local Applications						
By direct deposit at any account number 293-318	•	•	•		-	
☐ By electronic transfer to (Please attach the original pay			ny Hang Seng l	Bank ATM n	nachine	
Applicable to Local and Non-local A	Applications					
☐ By credit card payment:	(Only Visa Card and Mo	aster Card are acc	epted for the mail	order service)		
Card type (please tick)	VISA	A		IASTER		
Name printed on credit card (BLOC	K LETTERS)		<u>'</u>			
Card number						
Expiry date (Month/Year)						
Amount	HK\$					
Authorized signature on credit card						
	<u> </u>					
Signature of Appl	icant			Date		