

Application for Letter of Certification

[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 certification letter(s) required: _____ Email Address: _____
(HK\$60.00 per copy for each programme)

Application Particulars (Please specify number of copies in the box provided)

For current students

- ☐ To certify enrolment details of the current programme, including normal duration, mode of study and expected graduation date
☐ Medium of Instruction (please tick if applicable)

- ☐ Extension of student visa (**please see Note 5 overleaf**)

- ☐ Others – (please specify): _____

For graduates

- ☐ To certify the completion of the enrolled programme, including classification of award, if available (**please see Note 4 overleaf**)
☐ Medium of Instruction (please tick if applicable)

- ☐ To issue a letter of certification for application of **further stay** in Hong Kong **under the Immigration Arrangements for Non-local Graduates (IANG) after completion of studies** at CityUHK (**please see Note 4 overleaf**)

Collection of Certification Letter(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

Signature of Applicant/Authorized Person *

Date

Document(s) Received By

Signature of Applicant/Authorized Person *

Date

(For Office Use Only)

- ☐ Electronic Payment (Trace no.: _____) ☐ Receipt Attached Received by _____
Prepared by _____ Checked by _____ Sent on _____

Letter of Certification

Notes to Applicants

1. Students may apply for different types of certification letters in respect of their studies at the University.
2. Applicants may authorize a third party to collect the certification letter(s) on their behalf. For details, please visit the SGS website (<https://www.cityu.edu.hk/sgs/student/masters/services/authorization>).
3. Certification letter(s) sent overseas will be by regular air mail. The University will not be responsible for any mishandling of mail.
4. For students who apply for certification of programme completion or for applying IANG visa, applications will only be accepted after all of their grades are released. Please note that the award classification will only be available after the decision of the Dean of their College/School. If the application is made prior to the decision of the College/School Dean, only the fulfillment of programme requirements can be certified as appropriate.
5. For non-local students who need certification letter(s) for an extension of their student visa, please return the completed application form with their original EEP (往來港澳通行証) for Mainland residents or passport for foreigners, which will be returned to the student or authorized person after inspection.
6. All certification letters have to be collected within six months from the date of application. After that, uncollected letters will be confidentially disposed without further notice.
7. 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 by post or in person at the SGS Service Counter together with payment of the required fees. The certification letters are normally available for collection/mailling 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.

You may also make an application online via AIMS. For details, please visit the SGS website (<https://www.cityu.edu.hk/sgs/student/masters/services/certification>).

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; or
- d. bank draft in Hong Kong dollars payable to “City University of Hong Kong” (for overseas applicants)

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