

Chow Yei Ching School of Graduate Studies

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www.cityu.edu.hk/sgs

Application for Replacement Award Certificate (for Master's students only)

Please	read the Notes to Applicants before co	mpleting this for	m.											
* Please	e delete where inappropriate													
Part I	: Personal Particulars													
Englisl	h Name (Family Name first):		Chi	nese Name (if an	y, as in HKID card):									
CityUI	HK Student No .:		HKID/Passport*	No.:										
Day-ti	me Contact Phone No.:		Email Addr	·ess:										
Part II	I: Request Details (Please tick as app	ropriate)												
	n for Replacement Original award certificate lost/stoler Original award certificate damaged Original award certificate not collec Name change (Please attach the origin supporting documents such as Deed on Cha Office (ARO) for name amendment in advan	(Please attach the operated within the pal award certificatinge of Name, HKII nee. For details, ple	original award certi orescribed period e, a completed appi O Card or Passport. ease contact ARO at	ficate) (Verification by du lication form of "C Applicant is also re 3442 6075 or emai	uty staff Change of Personal Paequired to approach Alilaro@cityu.edu.hk.)	urticulars" and lumni Relations								
	For change of name case, new name to be printed on the re-issued award certificate(s): (English) (Chinese) (The name must be identical to the name on your HKID card or passport or as shown on the provided legal document)													
	Name that is printed on the original a (English)	that is printed on the original award certificates: (Chinese)												
Award	Certificate(s) Requested to be Re-i	ssued												
	Qualification Awarded	Department	Date of A	ttendance	Classification	Year of								
(e.g.	. Master of Science in Computer Science)	Department	From (mm/yyyy)	To (mm/yyyy)	(e.g. Credit)	Confermer								
Part I	II: Collection of Replacement Aw	ard Certificate	e (Please tick as app	propriate)										
	In person (Please produce your HKID of			- '	cement award certifica	te)								
	By an authorized representative (Freplacement award certificate on your belt the documents specified in the letter for co	half. Your authorize	ed representative sho	tion Letter if you as ould bring along the	uthorize another perso e duly signed Authoriza	n to collect the ntion Letter and								
	By registered mail (Please type or partificate during postal delivery.)	print your address	clearly. The Univer	rsity does not take	responsibility for any	loss of award								
	Name and Address for Delivery of Award Certificate:	Name:												
	(Please write in Chinese for address in Mainland China and write the phone number next to the recipient's name if necessary)	Address:												
	#For mainland/overseas address only	Countrv [#] :												
						_								
		Postal/Zip code	e [#] :											

Part IV: Payment Information (Please tick as appropriate)

	refundable application fee of HK\$500 is charge, the application fee is also HK\$500 for e																				
	to apply for the replacement of award certificed charges of HK\$ using the payme									ive	n i	in F	Pai	rt II	i an	ıd I	here	by	pa	y t	he
<u>Applica</u>	uble to Local Graduates																				
	By direct deposit at any branch of the Hang Seng Bank to the City University of Hong Kong account number 293-318028-003 (Please attach the original payment receipt with the application form)																				
	By electronic transfer to the above University account at any Hang Seng Bank ATM machine (Please attach the original payment receipt with the application form)																				
	By electronic transfer to the above University bank account via EPS at the SGS Service Counter																				
	☐ By credit card payment at the SGS Service Counter																				
<u>Applica</u>	able to Local and Non-local Graduates																				
	By credit card payment: (Only Visa Card and Max	ster	Card a	re ac	ceptec	d fc	r th	ie ma	ail	orde	er s	ervi	ice)							
	Card type (please tick)		VISA			—				П	J	M	AS	TEF	 R						
	Name printed on credit card (BLOCK LETTERS)		The state of the s																		
	Card number				T_{-}	 	Ī				_		Ī							T	T^{-}
	Expiry date (Month/Year)	Ļ				_				_	_		_			_		_			
	Amount	HK\$																			
	Authorized signature on credit card																				
certific inform I under replace	aware that I am not permitted to retain more cate for each academic qualification I obtained attion provided in Part II is true and accurate. The stand that I must surrender to the University ement award certificate which bears my new lessity on the updating of my new legal name in it.	fron AL lega	m the C LL awa al name	City ard e can	Univ	ver fically	rsity	y of s be	`H ear	ong	g K g m	Kong ny f	ig. for	I he	ereb r na	by o	declarite, and	lare ınd	tha	at tl	the ny
Signature of Applicant:				—		Ι	Date	e: _	—				—								
Ackno	owledgement Receipt of Replacement of Awa																				
Signati	ure of Collector:					Γ	Date	e: _	_		_		_								
Author	rization Ref. No. (if any): AU																				
(For	Office Use Only) Completed by Service Counter/SGS S	<u>Staff</u>																			
Recei	ved by: (Name)		Payr	ment	recei	ive	d b	y: [\exists							Uni	onPa	ay/I	EPS	3	
Recei	ved on:(Date)							_ [-		ache proc		sed	Ŀ				
Maile	ed on: (Date)																				

Application for Replacement Award Certificate

Notes to Applicants

- 1. The award certificate issued by the City University of Hong Kong is a unique document. The University does not issue a duplicate copy of an award certificate under any circumstances.
- 2. If a graduate's award certificate was permanently lost/destroyed, not collected within the period prescribed by the University, or if in the case of legal name change, a graduate requires his/her updated name to be printed on the award certificate, he/she may apply for replacement award certificate(s) from the Chow Yei Ching School of Graduate Studies. However, a graduate is only permitted to retain ONE award certificate, including the replacement award certificate, for each academic qualification he/she is conferred by the University.
- 3. Although a replacement award certificate is equally valid and legal as the original award certificate, it may not be of replica of the original award certificate in respect of the paper, wordings and signatures, etc. The replacement award certificates are printed in the current format, including the use of the signatures of the current University Officers. Each replacement award certificate bears at the bottom edge a notation that states "this award certificate is reissued on (date)" in English and "此畢業證書於(日期)補發" in Chinese.
- 4. To apply for replacement award certificate(s), a graduate should complete the attached application form and provide the following documents with the form:
 - (a) A copy of his/her HKID card/passport;
 - (b) Relevant documentary evidence such as a police report, notarized statement or declaration administered by a Commissioner for Oaths for lost/stolen/destroyed award certificate. Name, HKID/Passport number and Name of Award Title must be included on the above document:
 - (c) For change of name, a graduate should approach Alumni Relations Office (ARO) in advance. For details, please contact ARO at 3442 6075 or email aro@cityu.edu.hk. A graduate should also complete and return the application form of "Change of Personal Particulars" available at the SGS website or SGS Service Counter with supporting documents such as Deed on Change of Name, HKID Card or Passport to SGS;
 - (d) The original award certificate(s) of which the graduate applies for a replacement copy (for damaged award certificate or for name change); and
 - (e) The required application fee of HK\$500 for each replacement award certificate.
- 5. It will normally take **six weeks** to prepare for the replacement award certificate(s), counting from the date of receiving the duly completed and signed application form and all the required documents and charges.
- 6. The University reserves the right not to issue replacement award certificate(s) to a graduate in the event that he/she has any unmet obligations to the University (e.g. outstanding fees, library fines, unreturned library materials and student loans, etc.) or if the graduate is not able to produce the required documents pertaining to the application for replacement award certificate or settle the required replacement fee.
- 7. A graduate may collect the replacement award certificate(s) in person or authorize a representative to collect the award certificate(s) from the SGS Service Counter upon notification. The graduate may authorize a third party to collect the award certificate(s) on the graduate's behalf. In this case, the authorized person should present the following upon collection of the award certificate(s):
 - An authorization letter signed by the graduate concerned (Photocopy or print out copy of the letter is not accepted.)
 - A copy of the student identity card/HKID card/passport of the graduate concerned (This document will be returned to your authorized representative after inspection.)
- 8. A graduate may request the sending of his/her replacement award certificate(s) by registered mail to the given address. No P.O. Box address will be accepted. He/she will be notified by email when the replacement award certificate is sent out. The University will not be liable for any loss of the award certificate during postal delivery.
- 9. As the application fee is non-refundable, applicants are advised to check with the Chow Yei Ching School of Graduate Studies, before making an application and payment for the replacement award certificate, whether their original award certificates have been collected if they are not sure about this.
- 10. Enquiries can be made to the Chow Yei Ching School of Graduate Studies via email at tpenquir@cityu.edu.hk or telephone at (852) 3442 9014.
- 11.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).

Authorization Letter

Date:	
Chow Yei Ching School of Graduate Studies City University of Hong Kong	
Dear Sir/Madam,	
I,	/ / / (CityUHK student number) (programme code)
hereby authorize	(HKID or Passport number)
(name of the person)	(HKID or Passport number)
to apply for/collect the replacement award certification	icate(s) on my behalf.
A photocopy of my CityUHK Student ID C verification and it will be returned to my represe My representative understands that he/she will passport for identification and record purposes w on my behalf. I also confirm that my representative shall have treceipt of the said document(s). I understand that if any, of the said document(s) by my representa In addition, I understand that this authorization submission and information provided will be purposes as stipulated in the Personal Information (https://banweb.cityu.edu.hk/cityu/pics.htm).	the authority to sign for acknowledgement of the I shall be fully responsible for the non-delivery, tive. In is valid up to six months from the date of used by the University for record verification attion Collection Statement (PICS) for Students
Yours faithfully,	
(Signature)	