

Application for Testimonial

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

Optional information to be included (Please tick as appropriate):

☐ Contact Address in AIMS ☐ Medium of Instruction

Collection of Testimonial(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

Prepared by _____ Sent on _____

Testimonial

Notes to Applicants

1. A testimonial is a standard report to certify a student's current enrolment status with regard to his/her studies at the University.
2. Applicants may authorize a third party to collect the testimonial(s) on their behalf. For details, please visit the SGS website (<https://www.cityu.edu.hk/sgs/student/masters/services/authorization>).
3. The testimonial(s) sent by post will be by regular air mail for overseas recipients and ordinary mail for local recipients. The University will not be responsible for any mishandling of mail.
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 by post or in person at the SGS Service Counter together with payment of the required fees. Those who apply in person at the Service Counter can normally collect their testimonials on the day they make the applications. If the request is made by post, please allow 7 working days, excluding mail delivery time, for processing.

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.