

## Application for Academic Transcript

[for Master's students only]

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

Student Name: \_\_\_\_\_ Student No. 

--	--	--	--	--	--	--	--	--	--

Day-time Contact Phone No.: \_\_\_\_\_ HKID/Passport\* No. 

--	--	--	--	--	--	--	--	--	--

Programme Title: \_\_\_\_\_ Department: \_\_\_\_\_  
(e.g. MA Language Studies, MSc Business Information Systems, JD, LLM, .....)

Total number of academic transcript(s) required: \_\_\_\_\_ Email Address: \_\_\_\_\_  
(HK\$60.00 per copy for each programme)

☐ Seal the Academic Transcript(s) (Please tick as appropriate)

in CityUHK envelope/the envelope provided \* by the applicant and

☐ certify my student records as held by the University upon the official request as in the attached document issued

by: \_\_\_\_\_ (company/institution)

and seal the completed form with the academic transcript(s)

Collection of Academic Transcript(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 4 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 \_\_\_\_\_

# Academic Transcript

## Notes to Applicants

1. An academic transcript is an official academic record of a student's studies at the University, including grades assigned for courses.
2. Academic transcripts issued during examination/assessment period will only include course results and/or award classification processed and approved by Assessment Panels/Deans of the College/School.
3. Applicants who want to have their academic transcripts sealed should indicate their requests in the application forms. Sealing service will not be provided retrospectively for academic transcripts that have been collected by applicants. It is the applicant's responsibility to put down accurate and legible address on the envelope used for sealing the academic transcripts. If additional documents are required to be sent with the academic transcripts, applicants should apply by post or in person.
4. Applicants may authorize a third party to collect the academic transcript(s) on their behalf. For details, please visit the SGS website (<https://www.cityu.edu.hk/sgs/student/masters/services/authorization>).
5. Academic transcripts sent by post will be by regular air mail for overseas recipients and ordinary mail for local recipients. Additional postal fee will be required for registered mail. The University will not be responsible for any mishandling of mail.
6. The University reserves the right to withhold issuance of an academic transcript to an applicant who has not paid fees/other monies owed to the University, or who has failed to discharge all obligations towards the University, or upon the advice of the applicant's home academic unit.
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

1. Online through AIMS (for Current Students and Alumni only)  
You may apply online through AIMS of the University. You may refer to the SGS website for the procedures (<https://www.cityu.edu.hk/sgs/student/masters/services/transcript>). Please allow 7 working days, excluding mail delivery time, for processing.
2. By Post or in Person  
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 the academic transcripts 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

**Application fee per copy for each programme of study:  
HK\$40 for online application, HK\$60 for paper form application.**

1. For online application, applicants will be required to settle the payment by CityU Pay through the web.
2. For application by post or in person, 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)
3. For fees settled by method 2(a) or (b) above, please attach the original receipt to the application form as proof of payment.