

**THE CHINESE UNIVERSITY OF HONG KONG**  
**Graduate School**

**Application for Report on Curriculum Details**

(Please read the Notes for Application at the back before completing this form.)

**A. Personal Particulars**

Name (in English) : \_\_\_\_\_ (in Chinese, if any) : \_\_\_\_\_  
Student ID No. : \_\_\_\_\_ HKID Card No. # : \_\_\_\_\_  
Date of Birth (DD/MM/YYYY) : \_\_\_\_\_ Division: \_\_\_\_\_  
Programme: \_\_\_\_\_ Degree/Diploma: \_\_\_\_\_  
Time Basis :  Full-time  Part-time Study Year / Year of Graduation : \_\_\_\_\_  
Correspondence Address : \_\_\_\_\_

Contact Tel. No(s) : \_\_\_\_\_ E-mail: \_\_\_\_\_  
(# The HKID Card No. is for verification of the identity of the applicant.)

**B. No. of copies applied for : \_\_\_\_\_**

**C. Payment Method** (Please put a "✓" as appropriate)

by ATM (please attach original receipt)  by EPS  by cheque / bankdraft (cheque No. \_\_\_\_\_)

**D. Method of Despatch** (Please put a "✓" as appropriate)

- Please send the report(s) on curriculum details by mail (Please fill in the address slip to which your report(s) on curriculum details is to be sent.):  
 air/surface (no additional postal charge)  registered (HK\$15.5)  
 Others (please specify) \_\_\_\_\_
- I will collect in person.
- To be collected by the person authorized in the Authorization Form attached. (Please download the authorization form at <http://www.gs.cuhk.edu.hk/page/RequestOfficialDocuments>.)

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

**FOR OFFICE USE ONLY:**

1. Fee for report on curriculum details HK\$ \_\_\_\_\_  
Postage \_\_\_\_\_ HK\$ \_\_\_\_\_  
Total : \_\_\_\_\_ HK\$ \_\_\_\_\_

2. For inter-departmental transfer  
Postage involved HK\$ \_\_\_\_\_

	Date	Signature
Application received on		
Report(s) on curriculum details despatched on		
Report(s) on curriculum details collected on		_____ (Applicant's Signature)

## Notes for Application for Report on Curriculum Details

1. Application will be processed upon receipt of the completed application form and payment. The processing time normally takes 15 working days.
2. Application Fee:      First copy of each application                   : HK\$120  
                                    Each subsequent copy                               : HK\$ 30  
(The above fee includes postage of local or ordinary air mail.)
3. Payment Methods:
  - i. Payment by ATM Service  
This service is only applicable to students admitted in 1986 and thereafter.  
ATM cardholder of HSBC, Hang Seng Bank or JETCO member banks may pay at these banks' ATM by selecting the screen of CUHK and choosing bill type '02' for payment. Please input the first seven digits of the student ID number for the bill account number.
  - ii. Payment by Cheque / Bank Draft  
Applicants may send a personal cheque or bank draft made payable to "The Chinese University of Hong Kong".
  - iii. Payment by EPS  
Applicants can make payment by EPS at the Graduate School Office when submitting the application form.
  - iv. Payment by Credit Card  
This option is only available for applicants who submit application via Internet.
4. Despatch Method:
  - i. Please fill in on the address slip the addressee and correspondence address to which your transcript(s) is/are to be sent. Please note that documents sent by local mail or ordinary airmail do not have an item number for mail tracking.
  - ii. Collection of documents in person or by an authorized person must be done within one month from the date of application.  
  
If you wish to authorize another person to collect transcript(s)/other document(s) on your behalf, the authorized person should bring along the authorization form (obtained from the Graduate School or downloaded from the Graduate School homepage and completed by the applicant) stating the HKID Card/Passport No. of the authorized person. Photocopy of your HKID Card and the authorized person's HKID Card/Passport will be required for verification. The identification documents will be returned after inspection.
5. The Graduate School accepts no responsibility for any loss or damage of the documents during postal delivery.
6. Personal Information Collection Statement:
  - i. The personal data provided on the application form will be used by the Graduate School for the purpose of processing this application only. All information provided, when no longer required, will be destroyed.
  - ii. For correction of or access to the personal data after submission of the application, please contact the Graduate School at 3943 8976 or email to [gradschool@cuhk.edu.hk](mailto:gradschool@cuhk.edu.hk).
  - iii. Information provided on the application may be transferred to other departments/administrative units within CUHK for consideration and granting approval, where applicable.
7. Students of the IASP programme and (Advanced) Postgraduate Diploma in Education should enquire at/submit applications to the Office of Academic Links and Faculty of Education respectively.