

THE CHINESE UNIVERSITY OF HONG KONG
Graduate School

Application Form for Transcript of Academic Record

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

A. PERSONAL PARTICULARS

Name (English) : _____ (Chinese) : _____

Student ID No. : _____ Date of Birth (DD/MM/YYYY) : _____

HKID Card / Other Identity Document No.# : _____

Programme : _____ Time Basis : Full-time Part-time

Degree/Diploma/Certificate : _____ Study Yr./Yr. of Graduation /Withdrawal Yr.: _____

Correspondence Address : _____

Contact Phone No. : _____ E-mail : _____

(# The HKID Card/Other Identity Document No. is collected for verification of the identity of the applicant.)

B. TYPE AND COPIES OF TRANSCRIPT REQUIRED (Please put a "✓" as appropriate)

Official Copy No. of copies : _____
 Student Copy No. of copies : _____

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)

Official Transcript shall not be issued to a student or any private individual. It shall be sent directly to the institution or prospective employer by CUHK (for the purpose of application for admission to another educational institution or employment, etc).

Please select your mailing preference (Please fill in the address slip to which your transcript is to be sent):

Air/surface (no additional postal charge) Registered (HK\$15.5)
 Others (please specify) _____

Student Copy of Transcript (Please put a "✓" as appropriate)

Please send the transcript(s) by mail (Please fill in the address slip to which your transcript 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. (Please download the authorization form at <http://www.gs.cuhk.edu.hk/page/RequestOfficialDocuments>.)

Signature : _____ Date : _____

FOR OFFICE USE ONLY:

1. _____ Copy/copies at \$40.00 each HK\$ _____
Postage _____ HK\$ _____
Total : _____ HK\$ _____

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

	Date	Signature
Application received on		
Transcript(s) despatched on		
Transcript(s) collected on		_____ (Applicant's Signature)

Notes for Application for Transcript

1. Application will be processed upon receipt of the completed application form and payment. The processing time normally takes 5 working days. For students graduated in 2010 or before, 10 working days is required for the application for Chinese transcripts.
2. Fee per single copy of the transcript, including postage of local or ordinary air mail is HK\$40. If you require other postal services, please add additional charges as stated on the application form.
3. Payment Method:
 - 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.
 - 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.