

Application for Certified True Copies of Academic Documents

Please read the Notes to Applicants overleaf carefully before submission.

Part I. Personal Particulars

Student Name: _____

Student/ HKID No.: _____

Passport No. (Optional): _____

Phone No: _____

Email (CityU email preferable): _____

Programme/ Major (Code/ Title): _____

Part II. Document to be Certified

<u>Academic Year</u>	<u>Document (e.g., Award Certificate)</u>	<u>No. of Copies</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Part III. Application Submission and Collection of Certified Academic Document(s)

(please mark "✓" in the appropriate box)

In-person

By an authorised representative (Note 5 overleaf)

Signature of Applicant/ Authorised person*

Date

Part IV. Amount Payable by the Applicant

	<u>Amount (HK\$)</u>	<u>No. of Copies</u>	<u>Total Amount (HK\$)</u>
Certified Document(s)	40.00 (per copy)	_____	_____

Payment Method (Note 2 overleaf): Visa/MasterCard/UnionPay EPS Direct Deposit/ATM Transfer

Part V. For Internal Use Handled by: _____

Date: _____

* Please delete as appropriate

Notes to Applicants

1. Application Fees:

Application Method	Fees (HK\$)	Document Ready for Collection
In-person	\$40	normally on the same day of applications

2. Fees Payment:

Payment Method	Online Application	Mail-in Application	Walk-in Application at ARRO Service Centre
Visa/ MasterCard	Not Applicable	Not Applicable	✓
UnionPay			✓
EPS			✓
Direct Deposit/ ATM Transfer to CityU's Hang Seng Bank Account <u>293-318028-003</u>			✓ <i>please attach the original receipt to the application form as proof of payment</i>

3. Students may request the [Academic Regulations and Records Office](#) (ARRO) to certify true copies of academic documents, such as academic transcript, award certificate, examination timetable, and Academic Calendar. **Laminated originals of academic documents are not accepted.**

4. For certifying true copy of academic transcript, applicants must first [apply for an academic transcript](#) at the [ARRO Service Centre](#) in person. The newly printed document will then be certified immediately.

5. For applications submitted/documents collected by an authorised representative, authorisation should be made by either of the following methods:

Online Authorisation Request	Paper Authorisation Letter
<p>Applicant to submit an authorisation request online via AIMS (Student Record » My Applications » Authorisation Letter).</p> <p>Representative to provide the counter staff at ARRO Service Centre with the applicant's Student ID/HKID number and HKID card or passport of the authorised person on the spot to verify the authorisation records.</p>	<p>Representative to provide the following documents on spot:</p> <ul style="list-style-type: none"> • An authorisation letter signed by the applicant. Letter template is downloadable from ARRO's homepage (Quick Access » Student Services » Authorise Representative) or available at ARRO Service Centre; • A copy of the applicant's student identity card/HKID card/passport (<i>returnable to the authorised person after inspection</i>). Electronic copy acceptable; • HKID card or passport of the authorised person (<i>for on-spot verification</i>).

6. [Personal Information Collection Statement](#)

