

Application for Letter of Certification

Each application serves one mailing address only.

Please read the Notes to Applicants 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. Programme Record for the Letter of Certification

Programme/ Degree (Code/ Title): _____

Major Code/ Title (if applicable): _____

Part III. Application Particulars (please mark “✓” in the appropriate box)

- Application/Extension of student visa (Note 3[^]) – for non-local students only
- Application for further stay in Hong Kong under Immigration Arrangements for Non-local Graduates (IANG) after completion of studies at CityU – for non-local students only
- Certification of award status for potential graduate of the current semester/term (Note 4[^])
- Certification of enrolment details, classification of award and/or medium of instruction/assessment at the University with authorised signature
- Others (please specify): _____

Part IV. Delivery Method of Letter(s) of Certification (please mark “✓” in the appropriate box)

- In-person/ By an authorised representative (Note 5[^])
- By ordinary mail (local)/ regular air mail (overseas) to the address indicated in Part VI (Note 6[^])
- By registered mail with additional postage to the address indicated in Part VI (Note 6[^])

Signature of Applicant/ Authorised person*

Date

Part V. Amount Payable by the Applicant

Item	Amount (HK\$)	No. of Copies	Total Amount (HK\$)
Letter(s) of Certification	60.00 (per copy)	_____	_____
Postage by Registered Mail (if applicable)	15.50 (per application)	N/A	_____
Total:			_____

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

Part VI. Mailing Address (Note 6^)

Name:	_____
Address:	_____

Postal/Zip Code (mainland/overseas):	_____

- ※ Please fill in **BLOCK** letters or Chinese (if applicable).
- ※ P.O. Box not accepted.
- ※ The University does not take responsibility for any loss of letter(s) of certification during postal delivery.

Part VII. For Internal Use Handled by: _____ Date: _____

Notes to Applicants

1. Application Fees:

Application Method	Fees (HK\$)	Document Ready for Delivery/ Mailing [^]
Online (via AIMS)	\$40	5 working days upon receiving the applications (and the required documents)
By post In-person	\$60	7 working days upon receiving the applications (and the required documents)

[^] Please allow extra processing time during peak periods (e.g., after examinations, before the new academic year).

2. Fees Payment:

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

For overseas applicants only: please email us (as@cityu.edu.hk) for the credit card mail order service.

- For non-local students who require the letter of certification for extension of their student visa, please return the completed application form with their valid Travel Document (通行証)/ Passport (returnable to the student or the authorised person after inspection).
- For potential graduates who apply for letter of certification of their academic award, please note that certification of the award classification will only be available after the approval by College/School Dean(s). [If the request is made prior to the approval by College/School Dean(s), only the fulfillment of degree requirements can be certified as appropriate.] Students who have urgent needs for certification of the award classification may write to ARRO for special arrangements and justifications should be provided.
- 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 (returnable to the authorised person after inspection). Electronic copy acceptable; HKID card or passport of the authorised person (for on-spot verification).

- The letter(s) of certification will be sent from [Hongkong Post](#) if mailing service is required. Before submitting your application, please check whether the postal services are available for your destination. **No P.O. Box address will be accepted.** The University does not take responsibility for any loss of letter of certification during postal delivery.
- [Personal Information Collection Statement](#)

