

Academic Regulations and Records Office

5/F Fong Yun-wah Building City University of Hong Kong Tat Chee Avenue, Kowloon, Hong Kong Tel No: (852) 3442 2300 Website: http://www.cityu.edu.hk/arro

Application for Replacement Award Certificate

Please read the Notes to Applicants before c	ompleting this form.					
* Delete where inappropriate						
Part I: Personal Particulars						
English Name (Family Name first):	Chin	ese Name (if any, as in HKID card)	:			
CityU Student No.:	HKID/Passport*	* No.:				
Day-time Contact Phone No.:	Emai	ll Address:				
Part II: Request Details (Please tick the ap	propriate box.)					
For the change of name case, a new (English) (The name must be identical Name that is printed on the original	s. Name, HKID number and Name of A e attach original certificate.) ertificate * not collected within the rail award certificate, a completed Formame, HKID Card or Passport. The applials, please contact ARO at 3442 6075 or name is to be printed on the re-issued to your HKID card or passport or as shaward certificate(s):	e prescribed period (Verification R4 "Change of Personal Particulicant must also approach Alumni Remail aro@cityu.edu.hk.] ed award certificate(s): (Chinese) town on the provided legal documents	e above document.) In by duty staff []) lars", and supporting elations Office (ARO)			
(English)	(English) (Chinese)					
Award Certificate(s) Requested to be Re-	-issued					
Qualification (e.g. Bachelor of Science i		Honours Classification (e.g. 2 nd Upper Class)	Year of Conferment			
Part III: Collection of Replacement Av ☐ In-person (Please present your HKID) ☐ By an authorised representative (authorise another person to collect the replacement of the person to collect the repl	card or passport for verification when c Please submit an Online Authorisation placement award certificate on your beh print your address clearly. The Universi Name: Address:	ollecting the replacement award ce Request via <u>AIMS</u> or <u>Paper Autho</u> aalf.)	any loss of certificate			
	Postal/Zip code:(for mainland / overseas addres:	s only)			

Part IV: Payment Information

A **non-refundable** application fee of HK\$500 is charged for the replacement of each award certificate. In the name change case, the application fee is also HK\$500 for each award certificate to be replaced under the same name.

Payment Methods for Local Applications

a)	Direct Deposit	deposit the cash to the University's Hang Seng Bank Account 293-318028-003.
b)	ATM Transfer	Make a bank account transfer to the above CityU account at any Hang Seng Bank/ HSBC ATM machine.

c) <u>Credit Card</u> Payment can be made by Visa / MasterCard / UnionPay or EPS <u>at the ARRO Service Centre</u>, Kowloon Tong campus.

Please attach the <u>original receipt</u> to the application form as proof of payment for fees settled by method (a) or (b) above. If you send the completed application form by email, you are required to submit the original receipt to ARRO by post.

Payment Methods for Overseas Applications

By credit card: Complete the authorisation information below. We only accept Visa and MasterCard. Other types of credit cards such as UnionPay, American Express, and Diners Club are not acceptable.

Type of card (please tick)	Visa MasterCard
Name printed on credit card (BLOCK LETTERS)	
Card number	
Expiry date (Month / Year)	
Amount	HK\$
Authorised signature on credit card	

Part V: Declaration

I am aware that I am not permitted to retain more than one copy, including the replacement copy, of the award certificate for each academic qualification I obtained from the City University of Hong Kong. I hereby confirm that the information provided in Part II is true and accurate.

I understand that I must surrender to the University ALL certificates bearing my former name, and that my replacement award certificate, which bears my new legal name, can only be processed after approval is given by the University on the updating of my new legal name in its student records.

the aparting of my new regar name in its statem records.							
Signature of the Applicant:		Date:					
(For Office Use Only) Completed by Service Centre Duty Staff / CO serving the student's home academic unit							
Received by:	(name) Payment received by:	Visa/MasterCard/UnionPay/EPS	Receipt attached				
Completed by Process Owner							
R Cert Checked by:	R Cert Checked on	:					

Application for Replacement Award Certificate

Notes to Applicants

- 1. The award certificate issued by the City University of Hong Kong is a unique document. The University does not issue a duplicate copy of an award certificate under any circumstances.
- 2. If a graduate's award certificate is permanently lost/destroyed, not collected within the period prescribed by the University, or if in the case of the legal name change, a graduate requires his/her updated name to be printed on the award certificate, he/she may apply for replacement award certificate(s) from the Academic Regulations and Records Office (ARRO). However, a graduate is only permitted to retain ONE award certificate, including the replacement certificate, for each academic qualification he/she is conferred by the University.
- 3. Although a replacement award certificate is equally valid and legal as the original award certificate, it may not be a replica of the original certificate regarding the award certificate design and paper, wordings and signatures, etc. The replacement certificates are printed in the current format, including the use of the signatures of the current University Officers. Each replacement award certificate bears at the bottom edge a notation that states, "this award certificate is re-issued on (date)" in English and "此畢業證書於(日期)補發 "in Chinese.
- 4. A graduate should complete and sign on the attached application form to apply for a replacement award certificate. Please also provide the following documents with the form:
 - (a) A copy of his/her HKID card/passport;
 - (b) Relevant documentary evidence such as a police report, notarised statement or declaration administered by a Commissioner for Oaths for lost/stolen/destroyed certificate. Name, HKID number and Name of Award Title must be included on the above document;
 - (c) The original certificate(s) of which the graduate applies for a replacement copy (for a damaged certificate or name change);
 - (d) A graduate should apply with Alumni Relations Office (ARO) for a change of name. ARO has no specific application form for a change of legal name. The application may write/fax to ARO with supporting documents. Enquiry to ARO can be made at 3442 6075 or email aro@cityu.edu.hk. A graduate should also complete and return the R4 form "Change of Personal Particulars" and R25 form "Application for Replacement Award Certificate" to ARRO for further processing; and
 - (e) The required application fee of HK\$500 for each replacement award certificate.
- 5. It will generally take <u>six weeks</u> to prepare for the replacement certificate(s), counting from the date of receiving the duly completed and signed application form and all the required documents and charges.
- 6. The University reserves the right not to issue replacement award certificate(s) to a graduate if he/she has any unmet obligations to the University (e.g. outstanding fees/library fines/student loans and unreturned library materials) or if the graduate is not able to produce the required documents essential to the application for a replacement certificate or settle the required replacement fee.
- 7. Upon notification, a graduate may collect the replacement award certificate(s) in person or authorise a representative to collect the certificate(s) from the ARRO Service Centre. The graduate or the authorised representative is required to produce his/her HKID card/passport for identity verification and sign for acknowledgement of the replacement certificate(s). The authorised representative should also bring along a photocopy of the graduate's HKID card/passport for checking, and the photocopy will be returned to the representative after verification.
- 8. A graduate may request his/her replacement certificate(s) be sent by registered mail to the given address; no P.O. Box address will be accepted. He/she will be notified by email when the replacement certificate is sent out. The University will not be liable for any loss of the certificate during postal delivery.

- 9. As the application fee is non-refundable, applicants are advised to check with the ARRO, before making an application and payment for the replacement award certificate whether their original award certificates have been collected or not if they are not sure about this.
- 10. Enquiries can be made to the ARRO via email at as@cityu.edu.hk or telephone at (852) 3442 2300.
- 11. Personal Information Collection Statement:

