Application for Certification of Student Records

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. Programme Record for the Application

Programme/ Degree (*Code/ Title*): _____

Major Code/ Title (*if applicable*): _____

Part III. Application Particulars [please mark "✓" in the appropriate box(es)]

Name of organisation concerned: _____

Type of document:

☐ Enrolment details, e.g., degree/ major title, dates attended, mode of study, level of study, expected graduation date, etc.

☐ Tuition fees

☐ Course registration record

☐ Others (please specify): _____

Part IV. Collection of Certified Document(s) (please mark "✓" in the appropriate box)

☐ In-person

☐ By an authorised representative **(Note 2 overleaf)**

_____   _____
Signature of Applicant/ Authorised person*   Date

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

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* Please delete as appropriate

Notes to Applicants

1. Students may request the [Academic Regulations and Records Office](#) (ARRO) to certify their academic or related records (e.g., degree/major title, award title, dates attended, tuition fees, etc.) as held by the University upon presentation of a third party's official request.

2. 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
Applicant to submit an authorisation request online via [AIMS](#) (Student Record » My Applications » Authorisation Letter). 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.	Representative to provide the following documents on spot: • 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*).

3. [Personal Information Collection Statement](#)