



Chow Yei Ching School of Graduate Studies
 Taught Postgraduate Student Records Service Counter
 4/F, Fong Yun-wah Building, Tat Chee Avenue, Kowloon, Hong Kong
 Tel No. +852 3442 9014 Email tpenquir@cityu.edu.hk
 Fax No. +852 3442 0237 Website www.cityu.edu.hk/sgs

Student's Authorization – Permission to Disclose Academic Records to a Third Party

Student data held by the University is governed by Hong Kong's Personal Data (Privacy) Ordinance. No such information will be released to a third party (e.g. potential employer/recruitment agency) unless written consent from the student concerned is obtained.

The duly completed form should be returned to the Chow Yei Ching School of Graduate Studies together with a formal written request on letterhead for verification of the student's academic records from the third party.

This authorization is valid up to **three months** from the date of signature.

To be completed by the student concerned

I confirm that I permit the release of my academic record information held by the City University of Hong Kong to the following party:

Company: _____

Address: _____

Signature of Student: _____ HKID/Student No.: _____

Name of Student: _____ Date: _____