



Chow Yei Ching School of Graduate Studies
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Fax No. +852 3442 0237 Website www.cityu.edu.hk/sgs

Application for Certified True Copy of Academic Documents

[for Master's (Taught Postgraduate) students only]

Please read the Notes to Applicants overleaf before completing this form.

Student Name: _____

Student No.

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Day-time Contact Phone No.: _____

HKID/Passport* No.

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Programme Title: _____

Department: _____

(e.g. MA Language Studies, MSc Business Information Systems, JD, LLM,)

Total number of certified true copy(s) required: _____
(HK\$40.00 per copy for each programme)

Email Address: _____

Document to be Certified

Academic Year

Document

(e.g. Award Certificate, Academic Transcript)

Pages

(If applicable)

Collection of Certified Academic Document(s) (Please tick as appropriate)

Collect in person

Post to (mailing address) _____

by ordinary mail (Local)/regular air mail (Overseas) by registered mail (HK\$15.50 per recipient)

Collect by authorized representative (Ref. no.: AU _____)
(Please see Note 2 overleaf)

Signature of Applicant/Authorized Person *

Date

Certified Academic Document(s) Received By

Signature of Applicant/Authorized Person *

Date

(For Office Use Only)

Visa/MasterCard UnionPay EPS Receipt Attached

Prepared by _____

Sent on _____

* Please delete where inappropriate

Certified True Copy of Academic Documents

Notes to Applicants

1. Students may request the Chow Yei Ching School of Graduate Studies (SGS) to certify true copy of academic documents issued by the University, such as award certificate and academic transcript.
2. Applicants may authorize a third party to collect the certified academic document(s) on their behalf. For details, please visit the SGS website (<https://www.cityu.edu.hk/sgs/student/tpg/services/authorization>).
3. Information provided in this form will be treated as strictly confidential and will be used by the University for record verification purposes only. For details, please read the Personal Information Collection Statement (PICS) for Students (<https://banweb.cityu.edu.hk/cityu/pics.htm>).

Application Procedures

Application can be made in person at the SGS Service Counter together with payment of the required fees and the original document(s) concerned.

Fees and Payment Methods

Please pay by one of the following methods:

- a. direct deposit at any branch of the Hang Seng Bank (CityUHK current account no.: 293-318028-003); or
- b. electronic transfer to the above CityUHK account at any Hang Seng Bank ATM machine; or
- c. credit card (Visa, MasterCard or UnionPay) or EPS at the SGS Service Counter

For fees settled by method (a) or (b) above, please attach the original receipt to the application form as proof of payment.