

## Application for Delivery of Award Certificate by Registered Mail

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

### Notes to Applicants:

1. **This form must be duly completed.** Please complete the form and send it to the Chow Yei Ching School of Graduate Studies **in person/by post/by CityUHK alumni email** with a **copy of your HKID card/Passport** and the required application fee. Please refer to Part III of this form for the payment methods.

2. The application fees for the delivery of the award certificate by registered mail are as follows:

|                  |         |
|------------------|---------|
| Local address    | HK\$50  |
| Mainland address | HK\$100 |
| Overseas address | HK\$120 |

The application fees are non-refundable.

3. The award certificate will be mailed within **7 working days** upon receipt of the duly completed and signed application form and all required documents and charges. During peak periods in July, August, November and December, the processing time may take **up to 10 working days**. For applicants who graduate in the current semester/term, applications will only be processed when the relevant award certificates are available for distribution to all graduates.

4. The award certificate will be sent **by registered mail via Hongkong Post**. Please check the HongKong Post website for updates on postal services and estimated delivery time prior to the submission of your application. **No P.O. Box address will be accepted.** The University will not be responsible for any mishandling of mail and no replacement award certificate will be issued.

5. Students must clear all outstanding matters with the University (e.g. tuition fees, books or fines with the library, student loans, etc.) before the award certificate will be mailed.

6. 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>).

### Part I: Personal Particulars

CityUHK Student ID: \_\_\_\_\_ Student Name: \_\_\_\_\_

Day-time Contact Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Programme of Study (Code and Title): \_\_\_\_\_

Year of Graduation: Semester A/Semester B/Summer Term\*, \_\_\_\_\_ (Year)

*\*Please delete where inappropriate*

#### **(For Office Use Only)** Completed by SGS staff

Application received on: \_\_\_\_\_ (Date) by: \_\_\_\_\_ (Name) HKID card/Passport attached:

Payment received by:  Mail order processed  Receipt attached Mailed on: \_\_\_\_\_ (Date)

