



For Office Use Only			
Received on:			
Ref. No.		Paid	

Application for Academic Transcript/Letter of Certification (UG/PG)

Notes for Applicants:

- Application can be made by post or in person to the Registry together with payment of the required administration fee.
- Cheque should be made payable to "THE HANG SENG UNIVERSITY OF HONG KONG". **Fees paid are not refundable and transferrable and overseas personal cheques are not accepted.**
- Please allow at least 7 working days to process the application.
- The University reserves the right to withhold the issuance of academic transcript/letter of certification to a student who has not settled any outstanding payments, or who has failed to discharge all obligations towards the University.
- The accuracy of the information provided may affect the process of your application. Insufficient information may delay the processing.
- For urgent cases, please indicate the reason and the date that the transcript/letter is required. Documentary evidence must be attached. The University will try its best to handle urgent cases but cannot guarantee the issuance of transcript/letter on the date requested by the applicant.
- Applicants may authorise a representative to collect the transcript/letter on their behalf by presenting the duly signed authorisation form ([REG-UG/PG Form 19a](#)), original/copy of the applicant's HKID or Student Card and the HKID of the authorised representative. Digital copy is also acceptable.
- Applicants may also authorise a courier to collect the transcript/letter on their behalf by presenting the duly signed authorisation form ([REG-UG/PG Form 19b](#)), and a copy of the applicant's HKID or Student Card. Digital copy is also acceptable.
- For details of the Personal Information Collection Statement, please refer to <http://registry.hsu.edu.hk/>.

Part 1: PERSONAL PARTICULARS

Name (in English): _____ (in Chinese): _____
 HKID No.: _____ () Student No.: _____
 Contact No. _____
 Email Address: _____ (Mobile): _____

Part 2: PROGRAMME OF STUDY (please ✓ where appropriate)

- Pre-Associate Degree Associate Degree Undergraduate
 Postgraduate Others _____

Programme Name (and Concentration, if any): _____

Part 3: APPLICATION DETAILS (please ✓ where appropriate)

<input type="checkbox"/> I would like to apply for Academic Transcript		<input type="checkbox"/> I would like to apply for Letter of Certification	
		<u>Details to be included in the Letter of Certification</u> <input type="checkbox"/> To certify the normal duration of the enrolled programme (<i>for existing students</i>) <input type="checkbox"/> To certify the programme completion/classification of award (<i>for graduates only</i>) <input type="checkbox"/> To certify the medium of instruction of the University <input type="checkbox"/> Others, please specify: _____	
<u>Amount Payable by the Applicant</u> <input type="checkbox"/> HK\$60 (send to <u>local</u> address by surface mail/collect in person) x _____ copy(ies) <input type="checkbox"/> HK\$70 (send to <u>overseas</u> address by airmail) x _____ copy(ies) <input type="checkbox"/> To be sent by <u>registered mail</u> (local/overseas): + HK\$30	Total: HK\$ _____	<u>Amount Payable by the Applicant</u> <input type="checkbox"/> HK\$60 (send to <u>local</u> address by surface mail/collect in person) x _____ copy(ies) <input type="checkbox"/> HK\$70 (send to <u>overseas</u> address by airmail) x _____ copy(ies) <input type="checkbox"/> To be sent by <u>registered mail</u> (local/overseas): + HK\$30	Total: HK\$ _____
Grand Total: HK\$			

Payment Method (please ✓ where appropriate)

- Cash/Octopus/WeChat Pay/Alipay/FPS (to be paid at Registry counter)
- Cheque (cheque no. _____)

Dispatch Method (please ✓ where appropriate)

- To be collected in person by myself. Please seal the transcript/letter in University envelope.
- To be collected in person by my authorised representative. (please complete [REG-UG/PG Form 19a](#))
- To be collected by courier. (Please complete [REG-UG/PG Form 19b](#))
- To be sent by post to the following address(es) (Please also complete the address label(s) on page 3).

<p>Name of recipient: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>Country: _____</p>	<p>Address 1</p> <p>Number of copy(ies) to be sent to this address: _____</p>
<p>Name of recipient: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>Country: _____</p>	<p>Address 2</p> <p>Number of copy(ies) to be sent to this address: _____</p>

Signature of Applicant: _____ Date: _____

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Outstanding tuition fees <input type="checkbox"/> Yes <input type="checkbox"/> No	
Transcript/Letter prepared by: _____ Date: _____	Notified applicant of result on: _____ Staff-in-charge: _____
Acknowledgement Receipt (please ✓ where appropriate)	
<input type="checkbox"/> Collected in person Signature: _____ Name: _____ Date: _____	<input type="checkbox"/> Collected by authorised representative <u>Checklist:</u> <input type="checkbox"/> Authorisation form <input type="checkbox"/> Original/Copy of the applicant's HKID/Student Card <input type="checkbox"/> HKID of authorised representative Signature: _____ Name: _____ Date: _____
<input type="checkbox"/> Sent by mail Transcript/Letter sent on: _____	<input type="checkbox"/> Collected by courier <u>Checklist:</u> <input type="checkbox"/> Authorisation form <input type="checkbox"/> Original/Copy of the applicant's HKID/Student Card Signature/ Company Chop: _____ Staff No.: _____ Date: _____

Address Labels (for sending to transcript/letter recipient(s))

Name of recipient	: _____
Address	: _____ _____
Country	: _____
Name of recipient	: _____
Address	: _____ _____
Country	: _____