

THE CHINESE UNIVERSITY OF HONG KONG, SHENZHEN
The Graduate School

Application for Certifying Letter

(Please read the Notes for Application at the back before completing this form.)

A Personal Particulars

Name (in English) : _____ (in Chinese, if any) : _____
Student ID No. : _____ ID Card/ Other Identity No. # : _____
Date of Birth (DD/MM/YYYY) : _____ Gender: _____
Programme: _____ Degree/Diploma: _____
Mode of Study : Full-time Part-time Year of Graduation : _____
Correspondence Address : _____

Contact Tel. No(s) : _____ E-mail: _____

B. No. of copies applied for: Chinese Version _____ copies; English Version _____ copies

C. Purpose of Application (Please put a "✓" as appropriate)

- for application for applying higher degree
 for application for visa to other countries
 for other purposes (please specify): _____

D. Method of Despatch (Please put a "✓" as appropriate)

- Please send the certifying letter(s) by mail (Please fill in the address slip to which your Certifying Letter is to be sent.):
 Mail Express (the fee should be charged)
 I will collect in person.
 To be collected by the person authorized in the Authorization Form attached. (Please fill in the authorization form)

Signature : _____ Date : _____

FOR OFFICE USE ONLY:

	Date	Signature
Application received on		
Certifying letter(s) despatched on		
Certifying letter(s) collected on		_____ (Applicant's Signature)

Notes for Application for Certifying Letter

1. Application will be processed upon receipt of the completed application form. The processing time normally takes 2 working days.
2. Despatch Method:
 - i. Please fill in on the address slip the addressee and correspondence address to which your transcript(s) is/are to be sent.
 - ii. Collection of documents in person or by an authorized person must be done within one month from the date of application.

If you wish to authorize another person to collect transcript(s)/other document(s) on your behalf, the authorized person should bring along the authorization form (downloaded from the Graduate School homepage and completed by the applicant) stating the ID NO./Passport No. of the authorized person. Photocopy of your Student Card and the authorized person's ID Card/Passport will be required for verification. The identification documents will be returned after inspection.
3. The Graduate School accepts no responsibility for any loss or damage of the documents during postal delivery.
4. Personal Information Collection Statement:
 - i. The personal data provided on the application form will be used by the Office of Graduate School for the purpose of processing this application only. All information provided, when no longer required, will be destroyed.
 - ii. For correction of or access to the personal data after submission of the application, please send email to gs@cuhk.edu.cn.
 - iii. Information provided on the application may be transferred to other departments/administrative units within CUHK(SZ) for consideration and granting approval, where applicable.