

**THE CHINESE UNIVERSITY OF HONG KONG, SHENZHEN**  
**The Graduate School**

**Application Form for Transcript of Academic Record**

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

**A. PERSONAL PARTICULARS**

Name (English) : \_\_\_\_\_ (Chinese) : \_\_\_\_\_

Student ID No. : \_\_\_\_\_ Date of Birth (DD/MM/YYYY) : \_\_\_\_\_

Programme : \_\_\_\_\_ Mode of Study :  Full-time  Part-time

Degree/Diploma/Certificate : \_\_\_\_\_ Yr. of Graduation /Withdrawal Yr.: \_\_\_\_\_

Correspondence Address : \_\_\_\_\_

I.D. Card No.: \_\_\_\_\_

Contact Phone No. : \_\_\_\_\_ Email: \_\_\_\_\_

(# The Campus Card/Other Identity Document No. is collected for verification of the identity of the applicant.)

**B. TYPE AND COPIES OF TRANSCRIPT REQUIRED** (Please put a "✓" as appropriate)

- |  |                 |                          |                          |
|--|-----------------|--------------------------|--------------------------|
| <input type="checkbox"/> Official Copy | No. of copies : | Chinese<br>Version _____ | English<br>Version _____ |
| <input type="checkbox"/> Student Copy  | No. of copies : | Chinese<br>Version _____ | English<br>Version _____ |

**D. METHOD OF DESPATCH** (Please put a "✓" as appropriate)

**Official Transcript** shall not be issued to a student or any private individual. It shall be sent directly to the institution or prospective employer by CUHK(SZ) (for the purpose of application for admission to another educational institution or employment, etc).

Please select your mailing preference (Please fill in the address slip to which your transcript is to be sent):

- Mail  Express (chargeable)

**Student Copy of Transcript** (Please put a "✓" as appropriate)

- Please send the transcript(s) by mail (Please fill in the address slip to which your transcript is to be sent):
- Mail  Express (chargeable)
- I will collect in person.
- To be collected by the person authorized in the Authorization Form. (Please download the authorization form)

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

**FOR OFFICE USE ONLY:**

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

## Notes for Application for Transcript

1. Application will be processed upon receipt of the completed application form. The processing time normally takes 2 working days.
2. Application Fee:  
  
RMB 40 per copy-English Version (The fee does not include postage of local or ordinary mail.)  
RMB 20 per copy-Chinese Version (The fee does not include postage of local or ordinary mail.)
3. Payment Method:
  - i. By Credit/Debit Card/Cash:  
Please go to Finance Department and pay the fee, and then submit the application form and invoice to the office of the Graduate School.
  - ii. By E-banking:  
Please transfer the fee to the following bank account. You should add your name, student ID No. and description in the notes of the payment voucher and send the electronic form of the payment voucher to [gs@cuhk.edu.cn](mailto:gs@cuhk.edu.cn) for confirmation, the document(s) would be issued after the confirmation.  
  
帐户名: 香港中文大学(深圳)  
账号: 7441110182600142708  
开户行: 中信银行深圳金山大厦支行  
  
For USD payment information, please send email to [gs@cuhk.edu.cn](mailto:gs@cuhk.edu.cn)
4. 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.
5. The Graduate School accepts no responsibility for any loss or damage of the documents during postal delivery.
6. Personal Information Collection Statement:
  - i. The personal data provided on the application form will be used by the 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](mailto: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.