

THE CHINESE UNIVERSITY OF HONG KONG, SHENZHEN
香港中文大学（深圳）
THE GRADUATE SCHOOL
研究生院

Application for Certifying Letter
研究生在读证明申请表

Note: Application will be processed upon receipt of the completed application form. The processing time normally takes 2 working days.

注意事项：收到完整的申请材料后，2个工作日后可领取

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|---------------------------------|-------|--------------------------------|-------------------------------------------|--------------------------------------------|-------|
| Name: ( in English )<br>姓名（英文）  | _____ | Name: ( in Chinese )<br>姓名（中文） | _____                                     | Gender:<br>性别                              | _____ |
| School:<br>学院                   | _____ | Programme:<br>课程               | _____                                     |                                            |       |
| Student I.D. No:<br>学号          | _____ | I.D./Passport No.<br>身份证/护照号   | _____                                     |                                            |       |
| Admitted in:<br>入学时间            | _____ | Year of Graduation:<br>毕业年份    | _____                                     |                                            |       |
| Contact Tel. No.:<br>联系电话       | _____ | Study Mode:<br>学制              | <input type="checkbox"/> Full-time<br>全日制 | <input type="checkbox"/> Part-time<br>非全日制 |       |
| Purpose of Application:<br>申请目的 | _____ |                                |                                           |                                            |       |

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No. of Copies: 申请份数 _____

*The certificate is both in English and Chinese version. 每份在读证明包含英文、中文版本。

Method of Despatch (Please tick as appropriate): 邮寄/领取在读证明（请在适当位置「√」）

- I will collect in person. 本人自行领取
 To be collected by the person authorized in the letter attached 由他人代为领取（附委托书）
 Please send the transcript(s) by mail (Please fill in the address slip to which your transcript(s) is/are to be sent. The delivery will be arranged within 10 working days).

请邮寄（请将地址清楚填在地址表内，工作人员将于在收到申请表格后 10 个工作日内安排寄送）。

Signature:
签名 _____

Date:
日期 _____

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**Personal Information Collection Statement**

- The personal data provided on this form will be used for the purpose of processing this application. All information provided, when no longer required, will be destroyed.
- Information provided on this form may be transferred to other departments/administrative units within CUHK-Shenzhen for consideration and granting approval, where applicable.
- For correction of or access to the personal data after submission of this form, please contact the Graduate School Office: (Tel. No.: 8427 3901, E-mail address: pgs@cuhk.edu.cn)

**收集个人资料声明**

- 此表格所收集的资料将用以处理有关的申请，所提供的资料于无需保留时将全部销毁。
- 本表格所收集的资料或会转交香港中文大学（深圳）其他行政或教学部门作考虑或批核用。
- 如在递交此表格后要查阅或改正个人资料，请联系研究生院：（电话：8427 3901，邮箱：pgs@cuhk.edu.cn）。