

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

**Application for Transcript of Academic Record**  
**研究生学业成绩单申请表**

Notes: 注意事项

1. Please read the Notes for Application at the back before completing this form.  
填表前请参考背页的申请注意事项。

Name: ( in English ) 姓名 ( 英文 ) _____ School: 学院 _____ Student I.D. No: 学号 _____ E-mail Address: 邮箱地址 _____ Study Mode: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time 学制                      全日制                      非全日制 Programme: 课程 _____	Name: ( in Chinese ) 姓名 ( 中文 ) _____ College: 书院 _____ I.D./Passport No. : 身份证/护照号 _____ Contact Tel. No.: 联系电话 _____ Admitted in: 入学时间 _____ Year of Graduation: 毕业年份 _____
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No. of Copies: 申请份数

<b>Official Transcript 学业成绩单正本</b>
Chinese version _____ copies 中文版
English version _____ copies 英文版

Method of Despatch (Please tick as appropriate): 邮寄/领取学业成绩单 (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:

Date:

签 名 \_\_\_\_\_

日期 \_\_\_\_\_

**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](mailto:pgs@cuhk.edu.cn))。

**Note:**

1. Normal processing time is 2 working days upon receipt of application and payment. Some may take longer processing time if student records of the applicants were not computerized.
2. Fees per single Chinese copy of the transcript is RMB 20, and per single English copy is RMB 40.
3. Payment Method:  
Login the Chinese university of Hong Kong, Shenzhen website , access to the charging system for self-help pay. Charge system platform provides Alipay, WeChat, Citic e-bank to pay in a variety of ways. Or subscribe the WeChat public account. "Chinese University Hong Kong Shenzhen financial platform".
4. Despatch Method:
  - Sent directly to institutions (official transcript) or to the applicant; please fill in on the address slip to which the transcript(s) is/are to be sent.
  - Collected in person, or by an authorized person and in this case, the applicant must submit an authorization letter stating the ID Card/Passport No. of the authorized person together with the photocopy of the applicant's ID Card/Passport for verification. Uncollected document will be destroyed 6 months after the application date.
5. The Graduate School bears no responsibility for any loss or damage of the documents during postal delivery.

**注意事项:**

1. 处理时间一般为缴费后的 2 个工作日。若申请人的学生记录尚未录入系统，处理时间将适当延长。
2. 收费：  
学业成绩表收费为中文版 20 元 1 份，英文版 40 元 1 份。
3. 缴费办法：  
登录香港中文大学（深圳）官网 <http://www.cuhk.edu.cn/>，进入收费系统平台进行自助缴费。收费系统平台提供了支付宝、微信、中信网银等多种支付方式。或关注微信公众号“香港中文大学深圳财务收费平台”进行缴费。
4. 领取办法：
  - 以邮递方式寄达有关机构（仅限学业成绩表正本）或申请人；请将每个地址清楚填在「邮寄地址字条」内。
  - 自行或委托他人领取；如委托他人代领文件，必须出示申请人的委托信（信内须列明受托人的身份证或护照号码）及申请人的身份证或护照副本，以供本处核对。另外，申请六个月后未领取的文件被销毁。
5. 研究生院将不負責任何因邮递而引致的遗失或损坏。