



RESEARCH OFFICE
研究事務處

Application for Testimonial (Research Degree Programmes)

Please read the Notes to Applicants overleaf before completing this form.

Note: The normal processing time is 7 working days, excluding postal time.

I. PARTICULARS OF APPLICANT

Name : (*Dr/Mr/Ms/Mrs) _____ / _____
(in English) (in Chinese, if applicable)

Address : _____

Telephone : _____ (Mobile) _____ (Office)

HKID/Passport No. : _____

II. PROGRAMMES TO BE INCLUDED IN THE TESTIMONIAL

Academic Department	Programme Title	Mode of attendance	Student No.	Year admitted	Year of last attendance
	MPhil/PhD*				
	MPhil/PhD*				

III. RECIPIENTS OF THE TESTIMONIAL (NOTES 1-5)

Testimonial to be addressed to	Purpose	No. of copies
# <input type="checkbox"/> Director of Immigration, Immigration Department, The Government of the HKSAR	visa extension	
<input type="checkbox"/> To whom it may concern <input type="checkbox"/> The following name and address (if different from above):		

Signature of Applicant: _____ Date: _____

IV. COLLECTION METHOD

<p># <input type="checkbox"/> in person from the RO. Please telephone me at _____ when the testimonial is available for collection.</p> <p><input type="checkbox"/> Mr/Ms _____ will collect the testimonial(s) from the RO. His/her contact phone number is _____ . Please note the attached authorization letter.</p> <p><input type="checkbox"/> please mail the testimonial(s) to:</p> <p><input type="checkbox"/> the address shown under section III</p> <p><input type="checkbox"/> the address below:</p>

* Please delete as appropriate

Please "√" as appropriate

V. AMOUNT PAYABLE FOR THE TESTIMONIAL (NOTES 6-9)

Fee payment in *cash / by cheque (Cheque No. _____) ALL FEES PAID ARE NOT REFUNDABLE.
 (Please write the cheque in favour of "THE HONG KONG POLYTECHNIC UNIVERSITY".)

	Amount (HK\$)
_____ copies @HK\$30.00 each	_____
Air postage (See Note 7)	_____
Registered mail (See Note 8)	_____
Total	=====

FOR RO USE

Application received by _____ on _____

Official Receipt No.: _____

Prepared testimonial to student
 by _____ on _____

Checked by _____ on _____

Signed by _____ on _____

Informed by _____ on _____

Collected by student or the authorised person / Sent by
 _____ on _____

* Please delete as appropriate

Notes to Applicants

1. If you authorize another person to submit the application or collect the testimonial on your behalf, please provide a letter of authorisation and a copy of your HKID/Passport. The copy of your HKID/Passport will be used for verification purposes only and will be destroyed immediately after your application has been processed.
2. Applicants are requested to put down clearly the address of the recipient of the testimonial.
3. If the testimonial is to be used in support of your application for a visa extension, a copy of your study visa showing the expiry date and a copy of your travel document (passport/“Exit-entry Permit for Traveling to and from Hong Kong and Macao” with the relevant “Exit Endorsement” issued by the Public Security Bureau on the Chinese Mainland [具有相关赴港签注的因私往来港澳通行证]) showing your photo must be attached.
4. If the testimonial is to be used in support of your visa application to attend a conference outside Hong Kong, you must attach a copy of the Form RC/4 *Research Student Application for Attending an Overseas/Local Conference* as proof that your Chief Supervisor has approved you to attend the conference and that your Head of Department/Director of School has approved your leave application.
5. Please note that if you do not collect your testimonial within one year of the date of issue as printed on the testimonial, the testimonial will be destroyed by this office for security reasons. You will have to submit a new application and pay the charge if you wish to receive a testimonial again.
6. The handling charge for each copy of a testimonial is HK\$30.00. All fees paid are not refundable.
7. Testimonials will normally be sent by ordinary mail locally, unless specified otherwise. Applicants who ask the University to send their testimonials to overseas countries are required to pay air postage at the following rate:-

	Zone	Weight*	Postage# (HK\$)	Additional postage for each extra 10g
1	South-East Asian countries (except Japan)	under 20g	\$2.40	\$1.20
2	Others	under 20g	\$3.00	\$1.30

* A testimonial without any enclosure weighed under 20g.

For express airmail (only if such a service is available in that country), an additional HK\$6.00 shall be added.

8. HK\$13 is charged for each copy of a testimonial to be sent by registered mail.
9. Payment methods:
 - (a) If you wish to pay the charge in cash, please bring the completed form to the Finance Office Counter at Room VA205, The Hong Kong Polytechnic University, for payment. The completed form and the receipt should then be sent to the Research Office, Room M501, Li Ka Shing Tower.
 - (b) The charge may also be paid in cheque, made payable to “The Hong Kong Polytechnic University”. Please send the cheque with the completed form to the Research Office, Room M501, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong.
10. The information given in the form will be used only for the processing of this application.