



## Application for Transcript of Studies (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)

HKID Card/Passport No. \_\_\_\_\_ ( ) Year of admission \_\_\_\_\_

Student No. \_\_\_\_\_ (Please note that this application is applicable only to students with a Student No.  $\geq$  01900000R)

Department \_\_\_\_\_ Contact Telephone No. \_\_\_\_\_

Address \_\_\_\_\_

### II. RECIPIENTS OF TRANSCRIPT

Transcript to be sent to (Names & addresses of recipients)	Purpose	No. of Copies

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

### III. FOR URGENT CASES (see Note 7 overleaf)

Date required: \_\_\_\_\_ (Supporting document is attached.)

### IV. AMOUNT PAYABLE FOR THE TRANSCRIPT (NOTES 3-5)

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\$50.00 each	_____
Air postage (See Note 4)	_____
Registered mail (See Note 5)	_____
Total	=====

#### FOR OFFICE USE ONLY

Application received by \_\_\_\_\_ on \_\_\_\_\_

Official Receipt No.: \_\_\_\_\_

Printed \_\_\_\_\_ copy / copies of transcript by  
\_\_\_\_\_ on \_\_\_\_\_

Informed by \_\_\_\_\_ on \_\_\_\_\_

Collected by student / Sent by \_\_\_\_\_  
on \_\_\_\_\_

### V. Have you applied for a transcript before? \* Yes / No

\* Please delete as appropriate.

**Notes to Applicants**

1. This application is applicable to research students admitted on or after 1 July 2001 who are required to take coursework. The normal application processing time is about 7 working days.
2. Please note that if your transcript is not collected within one year from the date of issue printed on the transcript, the transcript will be destroyed for security reasons. You will have to submit a new application and pay the charge if you wish to receive a transcript again.
3. HK\$50.00 is charged for each copy of transcript of studies. Fees paid are NOT refundable.
4. Transcripts of studies will normally be sent by ordinary mail locally, unless specified otherwise. Applicants who ask the University to send their transcripts of studies to overseas countries are required to pay air postage at the following rate:-

	Zone	Weight*	Postage#	Additional postage for each extra 10g
1	South-east Asian countries (except Japan)	under 30g	HK\$4.50	HK\$1.20
2	Others	under 30g	HK\$5.30	HK\$1.30

\* Transcript of studies without any enclosure weighed 25g.

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

5. For registered mail, an additional HK\$13.00 shall be added.
6. If you authorise another person to submit the application or collect the transcript on your behalf, please provide a letter of authorisation and a copy of your HKID card/ Passport. The copy of your HKID card/ Passport will be used for verification purposes only and will be destroyed immediately after your application has been processed.
7. For urgent cases, please indicate the date when the transcripts are required. Documentary evidence must be attached. The University will try its best to entertain urgent cases with supporting documents. In case the request could not be acceded to, you will be informed by telephone.
8. 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.
9. The information given in the form will be used only for the processing of this application.