THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

Form RC/32
(Revised Oct 2006)

RESEARCH OFFICE

Application for a Certified True Copy

Notes:
Please note that only award parchments and computerised examination result notifications issued by The Hong Kong Polytechnic University (formerly the Hong Kong Polytechnic) will be accepted for certification.

Applicants should complete Sections I and II of this form. The completed form, together with the original documents, should be submitted in person to the Research Office (RO).

The information given in this form will only be used to process this application.

If you authorize another person to submit the application or collect the documents on your behalf, please provide a letter of authorization and a copy of your HKID or passport. The copy of your HKID or passport will be destroyed after processing your application.

I. PARTICULARS OF APPLICANT

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

Student No. : | | | | | | | | | R |

Mode: ☐ Full-time ☐ Part-time Degree: ☐ PhD ☐ MPhil (Please ✓ as appropriate)

HKID Card/Passport No. _____( ) Year of Graduation (if applicable) _____

Address _____

_____ Day-time Contact Telephone No. _____

II. DOCUMENTS SUBMITTED FOR CERTIFICATION

	Please ✓ as appropriate	No. of Copies	Purpose
Award Parchment	☐	_____	_____
Computerised Exam. Result Notifications	☐	_____	_____

_____ _____
Signature of Applicant Date

(* Please delete as appropriate)

III. FOR RO's USE ONLY

Application received by _____ on _____

Checked by _____ on _____ Certified by _____ on _____

Returned to student by _____ on _____

IV. ACKNOWLEDGEMENT (to be completed by applicant or authorized person)

I acknowledge receipt of the certified true copy/copies and original copy of the document(s).

Signature _____ Date _____