



## Application for Certification of Award (Research Degree Programmes)

Please read the information overleaf before completing this form.

### I. PARTICULARS OF APPLICANT

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

HKID Card No./Passport No. : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_ Contact Telephone No. : \_\_\_\_\_

### II. AWARD DETAILS

Title of Award Obtained : \* Master of Philosophy / Doctor of Philosophy

Year of Graduation : \_\_\_\_\_ / \_\_\_\_\_

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

### III. AMOUNT PAYABLE BY THE APPLICANT<sup>#</sup>

- HK\$ \_\_\_\_\_ by cheque in Hong Kong dollars made payable to "The Hong Kong Polytechnic University" (cheque no. \_\_\_\_\_).
- HK\$ \_\_\_\_\_ by on-line credit card (Visa/Master) (invoice no. \_\_\_\_\_) at [https://www29.polyu.edu.hk/foccp/ccp\\_payment\\_menu.jsp](https://www29.polyu.edu.hk/foccp/ccp_payment_menu.jsp).

### IV. FOR RO's USE ONLY

HKID Card / Passport checked by \_\_\_\_\_ on \_\_\_\_\_

### V. ACKNOWLEDGEMENT (to be completed by applicant or authorised person)

I acknowledge receipt of the certified true copy and original copy of the documents.

Signature \_\_\_\_\_ Date : \_\_\_\_\_

(\* Please delete as appropriate)

(# Please "✓" as appropriate)



## **NOTES FOR APPLICANTS**

- (i) Certification of Award is issued to research degree graduates of the Hong Kong Polytechnic (before 1995) and research degree graduates of The Hong Kong Polytechnic University who have lost their original award certificate. The Certification of Award is a document certifying the award which you have attained at the University. It is not an exact copy of the lost award certificate. The normal processing time is around three weeks.
- (ii) A fee of \$225 is charged for each award certification. **Fees paid are NOT refundable.**
- (iii) You can make use of the following means to settle the payment:
  - by cheque, in Hong Kong dollars, made payable to “The Hong Kong Polytechnic University”; or
  - by credit card (Visa/Master) at [https://www29.polyu.edu.hk/foccp/ccp\\_payment\\_menu.jsp](https://www29.polyu.edu.hk/foccp/ccp_payment_menu.jsp).
- (iv) You are required to provide the following documents, together with the completed application form:
  - copy of your Hong Kong Identity (HKID) Card/Passport (for those without an HKID Card); and/or
  - the cheque (for payment settled by cheque).
- (v) If you authorise another person to submit the application or to collect the certificate on your behalf, please provide a letter of authorisation along with the application, stating the name and HKID Card number (or Passport No. for those without an HKID Card) of the authorised person. A copy of your HKID Card, the authorised person’s HKID Card (or Passport for those without an HKID Card); and the **original authorisation letter** (if not yet submitted with the application form) will be required for verification during collection of the certification.
- (vi) Your HKID copy will be destroyed after the processing of this application.
- (vii) Completed form(s) and the required documents should be sent to the Research Office for processing via one of the following means:
  - in person or by mail to the following address:  
Research Office  
Room M501, Li Ka Shing Tower  
The Hong Kong Polytechnic University  
Hung Hom, Kowloon, Hong Kong.
  - by email to address ‘[roro@inet.polyu.edu.hk](mailto:roro@inet.polyu.edu.hk)’ or by fax to 2355 7651 (for payment by credit card only).
- (viii) The information given in the form will only be used for the processing this application.
- (ix) You can contact the enquiry hotline of the Research Office (Tel: 3400 3635) if you have queries on the application procedures.