APPLICATION FOR CERTIFICATION OF AWARD

***(NOT applicable to PhD/MPhil programmes administered by GS and***

***non-PolyU award programmes administered by SPEED/HKCC****)*

Please read the information overleaf before completing this form.

1. **Particulars of Applicant**

 Name (Mr/Miss/Mrs/Ms\*) /\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (in English) (in Chinese, if applicable)

HKID Card/Passport/Mainland ID No.\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# II. Award Information *(Please read Note (i) overleaf)*

|  |  |  |
| --- | --- | --- |
| **Title of Academic Qualification** | **Programme****Code** | **Year of Graduation** |
|  |  |  |
|  |  |  |

# III. Amount Payable by the Applicant *(* *the appropriate box)*

I wish to make the fee payment of HK$\_\_\_\_\_\_\_\_\_\_ (HK$250 per qualification) using the payment method indicated below:

* By on-line credit card (Visa/Master/UnionPay) at <https://popp-fo.polyu.edu.hk/enUS/portal/event/D0564A6002/AR04>

Invoice no. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎 By cheque in Hong Kong dollars made payable to ‘The Hong Kong Polytechnic University’

Cheque no. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# IV. Declaration

By signing this application form, I hereby declare that my application for ‘Certification of Award’ towards the academic qualification(s) stated in Part II of this form are tendered due to the loss of the original award parchment(s)/certificate(s). I am aware that I am not permitted to retain more than one copy, including the Certification of Award, of the award parchment/certificate for each academic qualification I obtained from the Hong Kong Polytechnic University and/or the Hong Kong Polytechnic and/or the Hong Kong Technical College if the original award parchment(s)/certificate(s) concerned is/are eventually found and in good condition.

 Signature of Applicant Date

###### For Office Use Only

Application received on : Official Receipt No. : *(if applicable)*

HKID card checked by : on :

\* Delete as appropriate

# NOTES FOR APPLICANTS

(i) Certification of Award is in general issued to graduates of The Hong Kong Polytechnic University / the Hong Kong Polytechnic who have **lost their original award parchment**. 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 3 weeks.

*(****Note for graduates before 1986:*** *Please note that it is only possible for us to provide certification on cases whose awards can be confirmed from the records kept by the University. Applicants are, therefore, advised* ***NOT*** *to settle any payment for the Certification of Award until after receiving confirmation from the University’s Academic Registry on the successful retrieval of the necessary record and should expect a longer processing time.)*

(ii) A fee of HK$250 is charged for each Certification of Award.  **Fees paid are NOT refundable.**

(iii) You can make use of the following means for settling the payment:

* by credit card (Visa/Master/UnionPay) at <https://popp-fo.polyu.edu.hk/enUS/portal/event/D0564A6002/AR04> and fill in the invoice number generated by the payment system on the Form AR106; or
* by cheque, in Hong Kong dollars, made payable to ‘The Hong Kong Polytechnic University’.

(iv) You are required to provide the following documents, together with the completed application form:

- copy of your Hong Kong Identity (HKID) Card#; and

- the cheque (for payment settled by cheque).

(v) If you authorise another person to collect the certificate on your behalf, please provide a letter of authorisation along with the application, stating the name and HKID Card# number of the authorised person. **A copy of your HKID Card**#**, the authorised person’s 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) The copy of your identification document will be destroyed after processing your application.

(vii) Completed form(s) and the required documents should be sent to the Academic Registry for processing via one of the following means:

- in person or by mail to the following address:

 Academic Registry Service Centre

 The Hong Kong Polytechnic University

 Hung Hom, Hong Kong.

* by email to ar.certification@polyu.edu.hk or by fax to 2334 6671 ***(for payment by credit card only)***.

(viii) The information given in the form will only be used for processing this application.

(ix) You can contact the enquiry hotline of the Academic Registry (Tel: 2333 0600) if you have queries on the application procedures.

Remarks: *This form is not applicable to PhD/MPhil programmes administered by GS and non-PolyU award programmes administered by SPEED/HKCC. Please visit the website of GS (https://www.polyu.edu.hk/gs/) / SPEED (http://www.speed-polyu.edu.hk/) / HKCC (https://www.hkcc-polyu.edu.hk/en/home/index.html) for the relevant application procedures.*

# or Passport or Mainland ID Card for those without a HKID Card