Application for Transcript of Studies

*(Applicable for graduates/leavers without access to the* [*eStudent*](https://www38.polyu.edu.hk/eStudent/) *system;*

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

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

*(Students/Graduands of the Current Academic Year should apply via* [*eStudent*](https://www38.polyu.edu.hk/eStudent/)*)*

Please read the information overleaf before completing this form.

#### Particulars of Applicant

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name (Mr/Miss/Mrs/Ms\*) | | |  | | | | | | / | |  | | | |
|  | | | | | (in English) | | | | | | | (in Chinese, if applicable) | |
| Address (optional) | |  | | | | | | | | | | | | |
| HKID Card/Passport /Mainland ID No.\* | | | |  | | | | ( ) | | Date of Birth | | |  | |
|  | | | |  | | | | (DD/MM/YYYY) | | | | | | |
| Email |  | | | | |  | Phone No. | | | | |  | | |

##### II. Programme of Study *(use separate form for additional programmes attended)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Student No. | Faculty/  School (Note 2) | Department | Programme Title | Year Admitted | Year of Last Attendance |
|  |  |  |  |  |  |

#### III. Recipient Information *(use separate form for additional recipients)*

|  |  |  |  |
| --- | --- | --- | --- |
| Recipient | Purpose / Remark | No. of Copy | By Registered Mail |
| Name: |  |  | Yes/No\* |
| Address:  Postal code: |

**IV. For Urgent Cases** *(supporting document is required)*

Date Expected: (Note 9)

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

|  |  |
| --- | --- |
| Total amount (HK$70 per copy): | HK$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

* By on-line payment *(Visa/Master/UnionPay/FPS)* at <https://popp-fo.polyu.edu.hk/enUS/portal/event/D0564A6002/AR03>

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

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

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

###### For Office Use Only

Application received on :

Official Receipt No. :

*(if applicable)*

Identification document checked

by : \_\_\_\_\_\_\_\_\_\_\_\_\_ on :

Faculty/School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  |  |

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

|  |  |  |
| --- | --- | --- |
| **VII. Signature** |  | |
|  | Signature of Applicant | |
|  | |
|  | Date | |
| \*Delete as appropriate | |

# Points to Note before Completing the Form

1. *This form is applicable for graduates/leavers without access to the eStudent system.*

If you are a student/graduand of the current academic year, you should apply via[*eStudent*](file:///C:\Downloads\eStudent) *(*[*https://www38.polyu.edu.hk/eStudent/*](https://www38.polyu.edu.hk/eStudent/)*) > Application Forms > (AR3) Transcript of Studies.*

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.

1. If you have attended more than one study programmes from PolyU, you should complete ONE form for each programme you attended and submit the forms to the relevant Faculty/School of Design (SD)/School of Fashion and Textiles (SFT)/School of Hotel & Tourism Management (SHTM).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Office | By Email | **By Fax** | By Post | Enquiry Telephone No. |
| (**ONLY** for payment by credit card on-line) | |
| Faculty of Business  (FB) | fb.enquiry@polyu.edu.hk | 2362 5773 | The Hong Kong Polytechnic University  Hung Hom  Kowloon  Hong Kong  Attn: (*please state the name of the relevant Faculty/SD/SFT/SHTM)* | 2766 5084 |
| Faculty of Construction and Environment (FCE) | [faculty.ce@polyu.edu.hk](mailto:faculty.ce@polyu.edu.hk) | 2362 2574 | 3400 8496 |
| Faculty of Engineering  (FENG) | [denquiry@polyu.edu.hk](mailto:denquiry@polyu.edu.hk) | 2176 4563 | 2766 5064 |
| Faculty of Health and Social Sciences  (FHSS) | [fhss.email@polyu.edu.hk](mailto:fhss.email@polyu.edu.hk) | 2363 0146 | 2766 5077 |
| Faculty of Humanities  (FH) | [fh.enquiry@polyu.edu.hk](mailto:fh.enquiry@polyu.edu.hk) | N/A | 3400 8212 |
| Faculty of Science  (FS) | fs.contact@polyu.edu.hk | 2362 2578 | 2766 5057 |
| School of Design  (SD) | [sdweb@polyu.edu.hk](mailto:sdweb@polyu.edu.hk) | 2774 5067 | 3400 3987 |
| School of Fashion and Textiles  (SFT) | sft.info@polyu.edu.hk | 2773 1432 | 2766 6500 |
| School of Hotel and Tourism Management (SHTM) | [shtm.info@polyu.edu.hk](mailto:shtm.info@polyu.edu.hk) | 2362 9362 | 3400 2200 |

1. If you are unsure to determine the relevant office, please send the completed form, together with required documents, to the Academic Registry Service Centre, The Hong Kong Polytechnic University or contact the enquiry hotline (Tel: 2333 0600) of the Academic Registry for assistance.
2. HK$70 is charged for each copy of transcript of studies (basic local/overseas postage fee included).

1. In addition to on-line and cheque payment, you can also choose to settle the application fee by cash using a payment form, which is obtainable at the Academic Registry Service Centre (M101), PolyU.  **Fees paid are NOT refundable**.
2. You are required to provide the following documents, together with the completed application form:

* copy of your identification document (HKID Card, Passport, or Mainland ID Card); and
* invoice no. for credit card payment / cheque / receipt of cash payment.

1. The copy of your identification document will be destroyed after processing your application.
2. The transcript(s) will be sent by mail and normally be ready for mailing in 7 working days for students and graduands of the current academic year. For other cases, the Faculty office/SD/SFT/SHTM may need more time to process your application. It would help to shorten the processing time if you could provide as much information as possible to facilitate record searching.
3. For urgent cases, please indicate the date when the transcript(s) is/are required and contact the relevant Faculty office/SD/SFT/SHTM, if necessary. Documentary evidence must be attached. The University holds the final decision to entertain or not the urgent cases as classified by the applicant.In case the request could not be acceded to, you will be informed accordingly.
4. The information provided by you in this application form will only be used for processing this application.