## Application for Certification of True Copy

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

Please note that only Award Parchment and Record of Achievement issued by The Hong Kong Polytechnic University (formerly the Hong Kong Polytechnic, the Hong Kong Technical College) will be accepted for certification.

Applicants should complete Sections I & II of the form. The completed form together with the original Award Parchment / Record of Achievement should be submitted in person to the relevant Faculty/School of Design (SD)/School of Fashion and Textiles (SFT)/School of Hotel & Tourism Management (SHTM), please see overleaf for the location of these offices. Only one copy of “Certification of True Copy’ would be provided for each application. Additional copies will only be entertained under exceptional circumstances with justifiable grounds.

If you authorise another person to submit the application and/or collect the documents 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# and the authorised person’s HKID Card# will be required for verification. The copy of your identification document will be destroyed or returned after processing your application.

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

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

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

##### I. Particulars of Applicant

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

 (in English) (in Chinese, if applicable)

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|  Student No. |  |  |  |  |  |  |  |  |  | Programme Code |  |  |  |  |  | Stream |  |  |  |  |  |

 HKID Card/Passport/Mainland ID No.\* ( ) Year of Graduation (if applicable)

 Phone No. Email

###### II. Documents Submitted for Certification

 Please  as Appropriate Purpose

Award Parchment ❒

Record of Achievement ❒

|  |  |  |
| --- | --- | --- |
| Signature of Applicant |  | Date |

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**III. For Office Use Only** *(to be completed by Faculty/SD/SFT/SHTM)*

 Application received by on

Checked by on Certified by on

Returned to student by on

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**IV. Acknowledgement** *(to be completed by applicant or authorised person)*

I acknowledge receipt of the Certification of True Copy and original copy of the documents.

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| Signature of Applicant |  | Date |

\* Delete as appropriate

|  |  |
| --- | --- |
| **Faculty/School Offices :** | **Phone Number** |
|  |  |
| * **Faculty of Science**
 |  |
| Room TU502, 5/F, Yip Kit Chuen Building | 2766 5057 |
| Email: fs.contact@polyu.edu.hk

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| * **Faculty of Business**
 |  |
| Room M923, 9/F, Li Ka Shing Tower | 2766 5084 |
| Email: fb.enquiry@polyu.edu.hk |  |
| * **Faculty of Construction and Environment**
 |  |
| Room ZS1201, 12/F, South TowerEmail: faculty.ce@polyu.edu.hk  | 3400 8496 |
|  |  |
| * **Faculty of Engineering**
 |  |
| Room AG711, 7/F, Chung Sze Yuen Building | 2766 5064 |
| Email: denquiry@polyu.edu.hk |  |
| * **Faculty of Health and Social Sciences**
 |  |
| Room A401, 4/F, Chung Sze Yuen Building | 2766 5077 |
| Email: fhss.email@polyu.edu.hk |  |
| * **Faculty of Humanities**
 |  |
| Room 503, 5/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon, Hong Kong  | 3400 8212 |
| Email: fh.enquiry@polyu.edu.hk |  |
| * **School of Design**
 |  |
| V810, 8/F, Jockey Club Innovation Tower | 3400 3987 |
| Email: sdweb@polyu.edu.hk |  |
|  |  |
| * **School of Fashion and Textiles**

Room QT715, 7/F Chow Yei Ching Building (Core Q) | 2766 6500 |
| Email: sft.info@polyu.edu.hk |  |
| * **School of Hotel & Tourism Management**
 |  |
| 17 Science Museum Road, TST East, Kowloon, Hong Kong | 3400 2200 |
| Email: shtm.info@polyu.edu.hk |  |

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.*