

Application for Testimonial (for Research Postgraduate Students/Graduates/Leavers)

Please read the Notes overleaf before completing this form.

1. Applicant's Particulars

Name: _____	Department/School: _____
Student no.: _____	Year of Admission: _____
Programme: <input type="checkbox"/> MPhil <input type="checkbox"/> PhD <input type="checkbox"/> Dual PhD <input type="checkbox"/> Joint PhD Supervision Programmes Leading to a PolyU Degree	Identification number to be included in the testimonial (HKID Card/ Passport/ Mainland ID*) (see Note 2): _____
Email Address: _____	Contact Number: _____

2. Purpose of The Testimonial (see Note 3)

Purpose	No. of copies
<input type="checkbox"/> Study record (<input type="checkbox"/> please include medium of instruction.)	
<input type="checkbox"/> Financial testimonial	
<input type="checkbox"/> Testimonial for attending conference (<input type="checkbox"/> Approved Form GSB/4 is attached)	
<input type="checkbox"/> Testimonial for research student attachment programme	
<input type="checkbox"/> Testimonial for IANG visa application	
<input type="checkbox"/> Others: _____	

3. Recipient(s) Information (see Note 4)

<input type="checkbox"/> I will collect the testimonial in person. <input type="checkbox"/> I will authorise another person to collect the testimonial on my behalf. <input type="checkbox"/> Please mail the testimonial to the following address in a sealed envelope [#] : Attn: _____ Address: _____
<input type="checkbox"/> Please email the testimonial to the following email address [#] : _____
[#] A copy of the HKID Card/Passport/Mainland ID card is attached for verification.

4. For Urgent Cases (see Note 5)

Date Expected: _____ Supporting document is attached

Signature: _____ Date: _____

Application received by: _____	on	_____
Informed by: _____	on	_____
Collected by/ Sent by: _____	on	_____

*Please delete as appropriate.
Please "✓" the appropriate boxes.



Notes:

1. Please submit the completed form together with the supporting documents (if any) to the Graduate School at Room M14021/F, Li Ka Shing Tower (Block M), The Hong Kong Polytechnic University or email gs.studyrecord@polyu.edu.hk.
2. Please make sure your student record in eStudent includes the identification number. If it is missing, please visit Academic Registry counter in person at Room M101, 1/F, Li Ka Shing Tower (Block M), The Hong Kong Polytechnic University in person to update your record.
3. Normally, one copy of testimonial can be provided for each application. Additional copies will only be entertained under circumstances with justifiable grounds.
4. If you authorise another person to collect the testimonial on your behalf, the person is required to provide a letter of authorization, his/her HKID Card/Passport/Mainland ID card and a copy of your HKID Card/Passport/Mainland ID card when collecting the testimonial.

The copy of your ID document will be used for verification purpose only and will be destroyed immediately after your application has been processed.

5. Testimonials will normally be ready in 7 working days, excluding postal time, after all relevant documents are received. For urgent cases, please indicate the date when the testimonials are required. Documentary evidence must be attached. The University holds the final decision to entertain or not the urgent cases as classified by the applicant.
6. Please note that if your testimonial is not collected within 2 months from the date of issue, it will be destroyed for security reasons.
7. The information provided by you in the form will only be used for processing this application.