

Application for Transcript of Studies

(for Research Postgraduate Students admitted from 2001/02 onwards / Graduates/ Leavers)

Please read the Notes overleaf before completing this form.

1. Applicant's Particulars

Name: _____ Department/School: _____

Student no.: _____ Year of Admission: _____

Programme: MPhil PhD
 Dual PhD
 Joint PhD Supervision
 Programmes Leading to a PolyU
 Degree

Email Address: _____ Contact Number: _____

Identification number to be included in the testimonial (HKID Card/ Passport/ Mainland ID*) (see Note 2): _____

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

<input type="checkbox"/> I will collect the transcript in person. <input type="checkbox"/> I will authorise another person to collect the transcript on my behalf. <input type="checkbox"/> Please mail the transcript to the following address in a sealed envelope#:
Attn: _____ Address: _____
<input type="checkbox"/> Please email the transcript to the following email address#:

A copy of the HKID Card/Passport/Mainland ID card is attached for verification.

3. Amount Payable for the Transcript (see Note 4)

Payment method	No. of copies
<input type="checkbox"/> By cash at Finance Office Counter (<input type="checkbox"/> Payment proof is attached.) <input type="checkbox"/> By cheque (cheque no.: _____) <input type="checkbox"/> By online payment (<input type="checkbox"/> Payment proof is attached.)	_____ @HK\$70 each = Total HK\$ _____

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 payment proof 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. If you authorise another person to collect the transcript 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 transcript.

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

4. HK\$70 is charged for each copy of transcript of studies (basic local/overseas postage fee included). Fees paid are NOT refundable.
5. Transcripts 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 transcripts 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. Payment methods:
 - (a) If you wish to pay the charge in cash, please bring the completed form to the Finance Office Counter at Room VA205, The Hong Kong Polytechnic University, for payment. The completed form and the receipt should then be sent to the Graduate School for processing.
 - (b) The charge may also be paid by cheque, made payable to “The Hong Kong Polytechnic University”. Please send the cheque with the completed form to the Graduate School.
 - (c) The Online Payment method accepts Alipay, WeChat Pay, FPS, Visa and MasterCard (Worldwide Acceptance), and Union Pay cards issued by banks in Chinese Mainland and specified Union Pay credit cards issued in Hong Kong and Macau. However, credit cards like Diners Club and American Express are not accepted. Please follow the procedures below to settle the application fee online:
 - Go to PolyU Online Payment Portal: <https://popp-fo.polyu.edu.hk/>
 - Go to “Event” and select "GS - Graduate School"
 - Select Item ID “GS01” and add to Cart
 - Click the “Check Out” button and edit the quantity if necessary
 - Click the “Check Out” button and proceed to the payment
 - Input all required information
 - After you successfully make the payment, you will receive an acknowledgement email.
 - Please attach a copy of payment proof to the application form for our processing.
7. Please note that if your transcript is not collected within 2 months from the date of issue, it will be destroyed for security reasons. In such a case, you will be required to submit a new application and pay the charge again.
8. The information provided by you in the form will only be used for processing this application.