

Application for Certification of Award (for Research Postgraduate Graduates)

Please read the information overleaf before completing this form.

1. Applicant's Particulars

Name: _____ Department/School: _____

Student no.: _____ Year of Graduation: _____

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

HKID Card/Passport/
Mainland ID*: _____

Email Address: _____ Contact Number: _____

Address: _____

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

- I will collect the certification of award in person.
 I will authorise another person to collect the certification of award on my behalf.

3. Amount Payable for The Transcript (see Note 5)

I wish to make the fee payment of HK\$250 using the payment method indicated below:

- By cheque (cheque no.: _____)
 By online payment (Payment proof is attached.)

4. Declaration

I am aware that I am not permitted to retain more than one copy, including the Certification of Award, of the award certificate for each academic qualification I obtained from The Hong Kong Polytechnic University and/or the Hong Kong Polytechnic. I hereby declare that my original certificate(s) for the academic qualification(s) stated in Part II of this form is/are lost.

Signature: _____ Date: _____

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

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

Notes:

1. 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.
2. A fee of HK\$250 is charged for each certification of award. **Fees paid are NOT refundable.**
3. You are required to provide a copy of your Hong Kong Identity (HKID) Card/Passport/Mainland ID card together with the completed application form. The copy of your ID document will be destroyed after the processing of this application.
4. If you authorise another person to collect the certification of award on your behalf, please provide a letter of authorisation and a copy of your HKID card/Passport/Mainland ID card. The copy of your ID document will be used for verification purposes only and will be destroyed immediately after your application has been processed.
5. If you would like to receive the certification of award by mail, please attach a copy of your HKID Card/Passport/Mainland ID card with the application form for verification and processing. The copy of your ID document will be destroyed after the processing of this application.
6. Payment methods:
 - (a) You may pay the charge by cheque, made payable to “The Hong Kong Polytechnic University”. Please send the cheque with the completed form to the Graduate School.
 - (b) 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 “GS04” 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 acknowledgment email.
 - Please attach a copy of payment proof to the application form for our processing.
7. Please note that if your certification of award is not collected within one year from the date of issue, it will be destroyed for security reasons. You will have to submit a new application and pay the charge again.
8. The completed form and the required documents should be sent to the Graduate School for processing via one of the following means:
 - in person or by mail to the following address:
Graduate School
Room M1402, 14/F, Li Ka Shing Tower
The Hong Kong Polytechnic University
Hung Hom, Kowloon, Hong Kong
 - by email to gs.graduation@polyu.edu.hk
9. For enquiries, please send an email to gs.graduation@polyu.edu.hk.