

Application for Replacement Award Parchment (for Research Postgraduate Graduates from 25 November 1994 onwards)

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 HKID Card /
 Joint PhD Supervision Programmes Passport /
 Leading to a PolyU Degree Mainland ID Card*: _____

Email Address: _____ Contact No.: _____

2. Reason for Application

The original award parchment is lost. (Please provide a police report, notarized statement or declaration administered by a Commissioner for Oaths.)

The original award parchment is damaged. (Please provide the damaged original parchment.)

3. Recipient(s) Information (see Notes 3 and 4)

I will collect the Replacement Award Parchment in person.

I will authorise another person to collect the Replacement Award Parchment on my behalf.

4. Amount Payable for the Replacement Award Parchment (see Note 7)

I wish to make the fee payment of HK\$800 using the payment method indicated below:

By cheque (cheque no.: _____)

By online payment (Payment proof is attached.)

5. Declaration

I hereby declare that my original certificate for the academic qualification stated in this form is lost or damaged. I understand that I am not permitted to retain more than one copy, including the Replacement Award Parchment and 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, even if the original award parchment is eventually found and in good condition.

Signature: _____ Date: _____

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

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

Notes:

1. Replacement Award Parchment is in general issued to graduates of The Hong Kong Polytechnic University whose **original award parchment is lost or damaged**. The Replacement Award Parchment is not an exact copy of the original award certificate. It is printed in the current format of the award parchment, bearing the signatures of the current University Officers with remarks “This award parchment is reissued on DD MMMM YYYY.” and “此證書於 YYYY 年 MM 月 DD 日補發”. The application will only be processed upon receipt of all required documents and the application fee. The normal processing time is around 3 weeks.

(Note for graduates before 25 November 1994: Only graduates who were granted awards after the institution assumed full university status, with its name changed to “The Hong Kong Polytechnic University” (i.e., 25 November 1994), are eligible to apply for a Replacement Award Parchment if their original parchment is lost or damaged. The option to apply for a replacement award parchment would not be applicable to graduates of the predecessors of The Hong Kong Polytechnic University, i.e., the Hong Kong Polytechnic and the Hong Kong Technical College. Graduates before 25 November 1994 who have lost their original award parchments may apply for a ‘Certification of Award’, which is a document certifying the award they have attained.)

2. A fee of HK\$800 is charged for each Replacement Award Parchment. **Fees paid are NOT refundable.**
3. You are required to provide a copy of your HKID Card / Passport / Mainland ID Card (which should tally with the record you registered with PolyU), together with the completed application form and payment. The copy of your identification document will be destroyed after your application has been processed.
4. If you authorise another person to collect the Replacement Award Parchment on your behalf, the authorised person is required to provide a letter of authorisation, his/her HKID Card / Passport / Mainland ID Card, and a copy of your HKID Card / Passport / Mainland ID Card at the time of collection.
5. For lost cases, you should also provide relevant documentary evidence such as a police report, notarized statement, or declaration administered by a Commissioner for Oaths.
6. For damaged cases, the damaged original award parchment will be voided and destroyed immediately after the Replacement Award Parchment is collected.
7. Payment Methods:
 - (a) To pay by cheque, please make it payable to “The Hong Kong Polytechnic University” and send it together with the completed application form to the Graduate School.
 - (b) To pay online, please follow the procedures below:
 - Go to PolyU Online Payment Portal: <https://popp-fo.polyu.edu.hk/>
 - Go to “Event” and select "GS - Graduate School"
 - Select Item ID “GS08” 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
 - Attach a copy of payment proof to the application form for our processing

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.

8. Please note that if your Replacement Award Parchment is not collected within 2 months from the date of issue, it will be destroyed for security reasons. You will have to submit a new application and pay the fee again.
9. The information provided by you in the form will only be used for processing this application.
10. Please submit the completed form together with the payment proof to the Graduate School in person at Room M1402, 14/F, Li Ka Shing Tower (Block M), The Hong Kong Polytechnic University, or via email to gs.graduation@polyu.edu.hk.