

Faculty/School of _____

Application for Transcript of Studies

(Applicable for Graduates/Leavers *without* access to the *eStudent* system;

NOT applicable to PolyU award programmes administered by SPEED and Research programmes with intake cohorts before 2018/19 academic Year)

(Students/Graduands of the Current Academic Year should apply the Transcript via the *eStudent* platform)

Please read the information overleaf before completing this form.

I. Particulars of Applicant

Name (Mr/Miss/Mrs/Ms*) _____ / _____
(in English) (in Chinese, if applicable)

Address (optional) _____

HKID Card/Passport /Mainland ID No.* _____ () Date of Birth _____

Email _____ Phone No. _____

II. Programmes of Study

Student No.	Faculty/ School (Note 7)	Department	Programme Title	Year Admitted	Year of Last Attendance

III. Recipient(s) of Transcript(s)

	Recipient(s)	Purpose	No. of Copies	By Registered Mail
1.	Name:			Yes/No*
	Address:			
2.	Name:			Yes/No*
	Address:			

Signature of Applicant : _____ Date : _____

IV. For Urgent Cases (Note 11)

Date Expected: _____ (Supporting document is required.)

V. Amount Payable by the Applicant

Fee payment in cash/by cheque in Hong Kong dollars made payable to "The Hong Kong Polytechnic University" (cheque no. _____) by credit card (Visa/Master/UnionPay) on-line (invoice no. _____)* at https://www40.polyu.edu.hk/foccp/ccp_payment_menu.jsp.

No. of copies: _____

Total amount (HK\$70 per copy): HK\$ _____

VI. Have you applied for a transcript before? Yes/No*

* Please delete as appropriate

For Office Use Only

Application received on : _____

Official Receipt No. : _____
(if applicable)

Identification document checked

by : _____ on : _____

Points to Note before Completing the Form

1. This form is applicable for graduates/leavers without access to the eStudent system.

If you are a student/graduand of the current academic year, you are requested to apply for the transcript via the eStudent (<https://www38.polyu.edu.hk/eStudent/>) > Application Forms > (AR3) Transcript of Studies.

This form is not applicable to PolyU award programmes administered by SPEED and Research programmes with intake cohorts before 2018/19 academic year. Please visit the website of SPEED (www.speed-polyu.edu.hk/) or Research Office (www.polyu.edu.hk/ro/) for respective application procedures.

2. If you have attended study programmes of more than one Faculty/School, you should complete ONE form for each Faculty/School of Design (SD)/School of Hotel & Tourism Management (SHTM).
3. HK\$70 is charged for each copy of transcript of studies processed by each Faculty office/SD/SHTM. Postage fee included. That is, no additional postage will be charged for registered/surface mail to local/overseas mailing addresses.
4. In addition to payment by cheque and credit card on-line, you can also choose to settle the payment by cash using a payment form, which is obtainable at the Academic Registry Service Centre, The Hong Kong Polytechnic University. **Fees paid are NOT refundable.**
5. You are required to provide the following documents, together with the completed application form:
 - copy of your identification document (HKID Card, Passport, or Mainland ID Card); and
 - cheque or receipt of payment form.
6. The copy of your identification document (HKID Card, Passport, or Mainland ID Card) will be destroyed after your application has been processed.
7. Completed form(s) and the required documents should be sent to the relevant Faculty office/SD/SHTM office for processing through the following means:

Office	By email	By fax	By mail	Enquiry Telephone No.
	(ONLY for payment by credit card on-line)			
Faculty of Applied Science & Textiles (FAST)	scasteng@polyu.edu.hk	2362 2578	The Hong Kong Polytechnic University Hung Hom Kowloon Hong Kong Attn: <i>(please state the name of the relevant Faculty/SD/SHTM)</i>	2766 5057
Faculty of Business (FB)	fbenq@polyu.edu.hk	2362 5773		2766 5084
Faculty of Construction and Environment (FCE)	faculty.ce@polyu.edu.hk	2362 2574		3400 8496
Faculty of Engineering (FENG)	denquiry@polyu.edu.hk	2176 4563		2766 5064
Faculty of Health & Social Sciences (FHSS)	fhss.email@polyu.edu.hk	2363 0146		2766 5077
Faculty of Humanities (FH)	fh.enquiry@polyu.edu.hk	2363 8955		3400 8212
School of Design (SD)	sdweb@polyu.edu.hk	2774 5067		3400 3987
School of Hotel & Tourism Management (SHTM)	hminfo@polyu.edu.hk	2362 9362		3400 2200

8. If you cannot locate the relevant office(s), please send the completed form, together with required documents, to the Academic Registry Service Centre, The Hong Kong Polytechnic University or contact the enquiry hotline (Tel: 2333 0600) of the Academic Registry for assistance.
9. To avoid postal error, please put down the name(s) and address(es) of the recipient(s) **clearly** in the table "Recipient(s) of Transcript(s)".
10. The transcripts will normally be ready for mailing in 7 working days for students and graduands of the current academic year. For other cases, the Faculty office/SD/SHTM may need more time to process your application. It would help to shorten the processing time if you could provide as much information as possible to facilitate record searching.
11. For urgent cases, please indicate the date when the transcripts are required and contact the relevant Faculty office/SD/SHTM, if necessary. Documentary evidence must be attached. The University will try its best to entertain urgent cases with supporting documents. In case the request could not be acceded to, you will be informed by telephone.
12. The information provided by you in this application form will only be used for processing this application.