

Faculty/School of \_\_\_\_\_

**Application for Testimonial**

*(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 Testimonial 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. Programme(s) of Study**

Student No.	Faculty/ School (Note 1)	Department	Programme Title	Year Admitted	Year of Last Attendance

**III. Recipient of Testimonial**

Recipient	Purpose
Name:	
Address:	
Postal Code:	

**IV. For Urgent Cases** (Note 6)

Date Expected: \_\_\_\_\_ (Supporting document is required.)

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**V. For Office Use Only**

Application received by \_\_\_\_\_ Date: \_\_\_\_\_

\* Please delete as appropriate.

## 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 testimonial via the eStudent (<https://www38.polyu.edu.hk/eStudent/>) > Application Forms > (AR4) Testimonial.

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/](http://www.speed-polyu.edu.hk/)) or Research Office ([www.polyu.edu.hk/ro/](http://www.polyu.edu.hk/ro/)) for respective application procedures.

2. Applicants should complete ONE form for each Faculty/School of Design (SD)/School of Hotel & Tourism Management (SHTM) and return it to the Academic Registry Service Centre, The Hong Kong Polytechnic University or to the relevant Faculty office/SD/SHTM for processing through the following means:

Office	By email	By fax	By mail	Enquiry Telephone No.
Faculty of Applied Science & Textiles (FAST)	<a href="mailto:scasteng@polyu.edu.hk">scasteng@polyu.edu.hk</a>	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)	<a href="mailto:fbenq@polyu.edu.hk">fbenq@polyu.edu.hk</a>	2362 5773		2766 5084
Faculty of Construction and Environment (FCE)	<a href="mailto:faculty.ce@polyu.edu.hk">faculty.ce@polyu.edu.hk</a>	2362 2574		3400 8496
Faculty of Engineering (FENG)	<a href="mailto:denquiry@polyu.edu.hk">denquiry@polyu.edu.hk</a>	2176 4563		2766 5064
Faculty of Health & Social Sciences (FHSS)	<a href="mailto:fhss.email@polyu.edu.hk">fhss.email@polyu.edu.hk</a>	2363 0146		2766 5077
Faculty of Humanities (FH)	<a href="mailto:fh.enquiry@polyu.edu.hk">fh.enquiry@polyu.edu.hk</a>	2363 8955		3400 8212
School of Design (SD)	<a href="mailto:sdweb@polyu.edu.hk">sdweb@polyu.edu.hk</a>	2774 5067		3400 3987
School of Hotel & Tourism Management (SHTM)	<a href="mailto:hminfo@polyu.edu.hk">hminfo@polyu.edu.hk</a>	2362 9362		3400 2200

3. Normally, one copy of testimonial can be provided for each application. Additional copies will only be entertained under circumstances with justifiable grounds.
4. You are required to enclose a copy of your identification document (HKID Card, Passport, or Mainland ID Card) together with the completed application form. The testimonial(s) will be sent by mail.
5. Testimonials 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.
6. For urgent cases, please indicate the date when the testimonials 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.
7. The information provided by you in this application form will only be used for processing this application.