Application for Transcript of Studies (Research Degree Programmes)

Please read the Notes to Applicants overleaf before completing this form.

Note: The normal processing time is 7 working days, excluding postal time.

I. PARTICULARS OF APPLICANT

Name (*Dr/Mr/Ms/Mrs) ____________________________ / ____________________________ (in English) (in Chinese, if applicable)

HKID Card/Passport No. ____________________________ ( ) Year of admission ____________________________

Student No. ____________________________ (Please note that this application is applicable only to students with a Student No. ≥ 01900000R)

Department ____________________________ Contact Telephone No. ____________________________

Email Address ____________________________

Address ____________________________

II. RECIPIENTS OF TRANSCRIPT

<table>
<thead>
<tr>
<th>Transcript to be sent to (Names &amp; addresses of recipients)</th>
<th>Purpose</th>
<th>No. of Copies</th>
</tr>
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Signature of Applicant ____________________________ Date ____________________________

III. FOR URGENT CASES (see Note 6 overleaf)

Date required: ____________________________ (Supporting document is attached.)

IV. AMOUNT PAYABLE FOR THE TRANSCRIPT (NOTES 3-4)

Fee payment in "cash / by cheque (Cheque No. ______ ) (Please write the cheque in favour of “THE HONG KONG POLYTECHNIC UNIVERSITY”) / by online credit card (Visa/Master/Union Pay) (invoice no. ______ ) ALL FEES PAID ARE NOT REFUNDABLE

<table>
<thead>
<tr>
<th>Amount (HK$) ( See Note 4 )</th>
<th>copies @HK$50.00 each</th>
<th>Air postage</th>
<th>Registered mail</th>
<th>Total</th>
</tr>
</thead>
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V. Have you applied for a transcript before? * Yes / No

* Please delete as appropriate.

FOR OFFICE USE ONLY

Application received by ______ on _______

Official Receipt No.: _______________________

Printed ________ copy / copies of transcript by ________ on ____________

Checked by ________ on ____________

Informed by ________ on ____________

Collected by student / Sent by ________ on ____________
Notes to Applicants

1. This application is applicable to research students admitted on or after 1 July 2001 who are required to take coursework. The normal application processing time is about 7 working days.

2. Please note that if your transcript is not collected within one year from the date of issue printed on the transcript, the transcript will be destroyed for security reasons. You will have to submit a new application and pay the charge if you wish to receive a transcript again.

3. HK$50.00 is charged for each copy of transcript of studies. Fees paid are NOT refundable.

4. Transcripts of studies will normally be sent by ordinary mail locally, unless specified otherwise. Applicants who ask the University to send their transcripts of studies to overseas countries are required to pay air postage at the following rate:

<table>
<thead>
<tr>
<th>Zone</th>
<th>Weight*</th>
<th>Postage#</th>
<th>Additional postage for each extra 10g</th>
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</thead>
<tbody>
<tr>
<td>1 South-east Asian countries (except Japan)</td>
<td>under 30g</td>
<td>HK$5.50</td>
<td>HK$1.50</td>
</tr>
<tr>
<td>2 Others</td>
<td>under 30g</td>
<td>HK$6.50</td>
<td>HK$1.60</td>
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</tbody>
</table>

* Transcript of studies without any enclosure weighed 25g
# For registered mail, an additional HK$15.50 shall be added.

5. If you authorise another person to submit the application or collect the transcript on your behalf, please provide a letter of authorisation and a copy of your HKID card/Passport. The copy of your HKID card/Passport will be used for verification purposes only and will be destroyed immediately after your application has been processed.

6. For urgent cases, please indicate the date when the transcripts are required. Documentary evidence must be attached. The University will try its best to entertain urgent cases with supporting documents. In case the request cannot be acceded to, you will be informed by telephone/email.

7. 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 Research Office, Room Z404, 4/F, Block Z.

(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 Research Office, Room Z404, 4/F, Block Z, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong.

(c) The Online Credit Card Payment method accepts Visa and MasterCard (Worldwide Acceptance) and Union Pay card issued by banks in Chinese Mainland. However, credit cards like Diners Club and American Express are not accepted. Please follow the procedures below to settle the application fee online:

- Logon to https://www40.polyu.edu.hk/foccp/ccp_payment_menu.jsp
- Select "RO - Research Office" under 'Browse by Department'.
- Click the 'Proceed to Pay' button under the 'Event Title' “Application for Transcript (for Research Degree Programmes)”
- Input all required information (Name of payer, Name of card holder, Email address and Card Type) and then click the button "Proceed to pay by Visa/Master/CUP Card"
- On the JETCO payment gateway webpage, enter the required information and click the "Proceed" button.
- After the above steps, you will see a Payment successful webpage and receive a payment acknowledgement email.
- Please attach a copy of payment proof to the application form for transcript.

8. The information given in the form will be used only for the processing of this application.