

Request for Mailing Degree Certificate 郵寄畢業證書申請

To: Registrar's Office, Chu Hai College of Higher Education
致: 珠海學院教務處

I, (Name of Graduate) _____ (Student Number: _____) am currently outside of Hong Kong. I cannot collect the degree certificate in person and now request the certificate to be mailed to my address below. I have attached a photocopy of my Hong Kong Identity Card for your verification. I understand that the College bears no responsibility for any loss or damage of the certificate during postal delivery.

本人 (畢業生姓名) _____ (學生編號: _____) 未能親自回校領取畢業證書。現申請郵寄畢業證書至以下地址，並附上本人的香港身份證副本以供查證。本人明白學院將不負責任何因郵遞而遺失或損壞的證書。

Name of Graduate 畢業生姓名	
Contact Number 聯絡電話	
Email 電郵	
Mailing Address 郵寄地址 <small>Please write in BLOCK LETTERS 請以正楷填寫</small>	
Postal Code 郵編 (如適用)	

Please affix a copy of the graduate's
Hong Kong Identity Card here*.
請貼上畢業生的香港身份證副本*

* If you do not have a HKID card, please provide a copy of your passport.

* 如畢業生未持有香港身份證，請提供閣下的護照影印本。

Graduate's signature
畢業生姓名

Date
日期
