

Chu Hai College of Higher Education
Arrangements for Degree Certificate Collection

7 July 2022

Points to Note

1. Before collecting your certificate, please ensure that you have settled all outstanding fees owed to the College.
2. The degree certificate will be available for collection after the graduation ceremony. Details of the three collection methods are as follows:

A. In Person

Your degree certificate is ready for collection after the graduation ceremony:

Date: 6 August 2022 (Saturday)

Time: 2:30pm – 4:00pm

Location: W608

OR

Date: From 8 August onwards

Time: 9:00 am – 6:00 pm (Monday to Friday)

Excluding Saturday, College and Public Holidays

Location: Registrar's Office (E102)

B. By Representative

Graduates who are unable to collect their certificates in person may authorise a representative to act on their behalf by presenting the listed documents below during the office hours specified in Part A.

- i. The authorized person must be over the age of 18 and must present his or her original identification document for verification.
- ii. Original authorization letter signed by the graduate (see [Appendix B2](#) for a sample letter);
- iii. Copy of the graduate's Hong Kong Identity Card.

Please note that the degree certificates will only be issued once. Under no circumstances will the certificates be issued again. The personal data of the graduate or the representative will be used for collection of the certificate and record purpose only.

C. By Mail

For collection of degree certificate by registered mail, an administrative fee of HK\$100 will be applied for local or non-local address. **Kindly note that degree certificates will only be issued once. Under no circumstances will the certificates be issued again. The College bears no responsibility for any loss or damage of the certificate during postal delivery.** Personal data collected will be used for record purpose only.

Request for urgent delivery will not be entertained. Your certificate will be sent by registered mail* within 15 working days upon receipt of the following documents:

- i. Original Letter of Request signed by the applicant (please refer to [Appendix B3](#) for a sample letter);
- ii. Copy of the graduate's Hong Kong Identity Card;
- iii. Payment evidence of the HK\$100 administrative fee (please refer to [Appendix B4](#) for payment methods);
- iv. Please mail the above 3 documents to Ms SN Chang, Registrar's Office, E102, 1/F, 80 Castle Peak Road, Castle Peak Bay, NT, Hong Kong (Tel: 852-2972 7200)

***Due to the COVID-19 pandemic, postal service is experiencing delays. All mail items going to Mainland China are subject to a 48-hour disinfection period in addition to local pandemic control measures.**

For enquiries, please contact the Registrar's Office on 2972 7200.

Registrar's Office

Authorisation Letter for Collection of Degree Certificate
代領畢業證書授權書

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

I, (Name of Graduate) _____ (Student No.: _____), hereby authorise the following person to collect my degree certificate on my behalf. I have attached a photocopy of my Hong Kong Identification Card for your verification. I understand that the College bears no responsibility for any loss or damage of the certificate after collection.

本人(畢業生姓名)_____ · (學生編號: _____) 現授權下述人士代領本人之畢業證書。
現提交本人之身份證副本，並明白學院將不負責任何因代領而遺失或損壞的證書。

Name of authorised person
代領人姓名

Identification Document Number
身份證號碼

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

Graduate's signature
畢業生簽名

Date
日期

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
畢業生簽名

Date
日期



Payment Methods for Degree Certificate Collection by Mail

Points to Note

To collect your degree certificate by registered mail, you will have to pay an administrative fee of **HK\$100**. After your payment is made, please keep your payment reference number for future reference.

PAYMENT METHODS IN HONG KONG

1. Pay by PPS

Fees can be made by fund transfer from any designated bank account in Hong Kong using a touch-tone phone or via the PPS website <http://www.ppschk.com>. Please call 18011(ENG) or 18013(CHI) for bill registration and 18031(ENG) or 18033(CHI) for bill payment.

	English Version	中文版面
Merchant 商戶名稱 :	Chu Hai College of Higher Education	珠海學院
Merchant code 商戶編號 :	6249	6249
Bill Type 賬單類別 :	05 Other Fees	05 其他
Bill Number 賬單號碼 :	Student ID No. [input 9 digits]	學生編號 [輸入 9 位數字]
Amount 繳付金額 :	HK\$100	HK\$100

2. Internet Banking Payment Service

Fees can be made through e-banking services at [Bill Payment](#) provided by local banks.

	English Version	中文版面
Category 類別 :	Education Institution / Post-secondary College	教育學府/專上或專業教育
Merchant 商戶名稱 :	Chu Hai College of Higher Education	珠海學院
Bill Type 賬單類別 :	05 Other Fees	05 其他
Bill Number 賬單號碼 :	Student ID No. [input 9 digits]	學生編號 [輸入 9 位數字]
Amount 繳付金額 :	HK\$100	HK\$100

3. Pay by Cashier Order

You can settle the fees by cashier order made payable to

「**CHU HAI COLLEGE OF HIGHER EDUCATION**」 or 「**珠海學院**」

- ❖ Please write down your name, student number and contact number on the back of the cashier order for identification.

PAYMENT METHODS OUTSIDE OF HONG KONG

1. Flywire

To get started, go to the payment page chuhaicollege.flywire.com. Then, select the country/region from which funds will be sent and input the fee of HK\$100 into the "Other Fee" Column.

2. Bank Draft

Payment can be made by bank draft issued by a bank outside Hong Kong.

The bank draft should be in Hong Kong Dollar drawn on a bank of Hong Kong in favour of

「**CHU HAI COLLEGE OF HIGHER EDUCATION**」 or 「**珠海學院**」

- ❖ Please write your name, student number and contact number at the back of the bank draft for identification.

Remarks:

1. Please retain the payment reference number/receipt for your own record.
2. Different payment channels have different cut-off times and the cut-off time is at the discretion of each such payment channel. Please ensure that Chu Hai College of Higher Education receives your payment on or before payment due date.