

Application for Academic Certificates

Points to Note

1. Please return the completed application form and proof of payment to the Registrar's Office (E102, 1/F, Chu Hai College of Higher Education, 80 Castle Peak Road, Castle Peak Bay, Tuen Mun, New Territories, Hong Kong) or email to ro@chuhai.edu.hk;
2. Applications will not be processed if the form is not completed clearly, or the information given does not match our records;
3. Academic Certificates / Certifying Letters will not be issued to those who have not completed at least one semester, without grades, with a pending status or with outstanding fees;
4. The processing time normally takes 5 working days after receipt of payment; uncollected documents will be destroyed 60 days after the date of issue;
5. Payment Methods:
 - Payment by Cash at the Registrar's Office
 - Payment through PPS / internet banking
 - Payment through Flywire (For non-local applicants only)
 - Payment by bank draft (For non-local applicants only)
 Total payment of application fees can be settled by a bank draft in Hong Kong dollars, made payable to "Chu Hai College of Higher Education".
6. All information provided in this form will be treated as strictly confidential and will be used for processing the certificates only.
7. For enquiries, please contact the Registrar's Office at 2972-7200.

Part A: Applicant's Personal Particulars (Please put a <input checked="" type="checkbox"/> in the appropriate box)				
Name: (English)		(中文)	Student No.:	
HKID/ Passport No.:		Contact No.:	Email (for alumni only):	
Programme Title:				
Part B: Purpose of Application & Type of Document(s) (Please put a <input checked="" type="checkbox"/> in the appropriate box)				
Purpose of Application:		<input type="checkbox"/> Further Studies <input type="checkbox"/> Personal <input type="checkbox"/> Academic Qualification Assessment <input type="checkbox"/> Visa Application <input type="checkbox"/> Grant & Loan Application <input type="checkbox"/> Others, please specify: _____		
		Fees (HKD)	No. of Copies	Total (HKD)
Type of Document:		<input type="checkbox"/> Academic Transcript <i>(Transcript will be packed in a sealed envelope.)</i>		
		\$50.00		
<input type="checkbox"/> Certifying Letter				
<input type="checkbox"/> Enrolment Verification		\$50.00		
<input type="checkbox"/> Medium of Instruction		\$50.00		
<input type="checkbox"/> Programme Completion				
<input type="checkbox"/> For Personal Use		\$50.00		
<input type="checkbox"/> For Immigration Department		\$50.00		
<input type="checkbox"/> Tuition Fee Schedule for SFO		\$50.00		
<input type="checkbox"/> Proof of Address (Student Dormitory)		\$50.00		
<input type="checkbox"/> Certifying Document(s)		\$50.00		
<input type="checkbox"/> Others (please specify)				
Total Amount:				
Remarks:				

Part C: Collection Method

- In person at the Registrar's Office (E102)**
- By an authorized person at the Registrar's Office (E102)**
If you wish to authorize a third party to collect the document(s) on your behalf, your representative is required to bring along the following documents:
 1) original "Authorization for the Collection of Academic Document(s)" signed by you;
 2) a photocopy of your Student ID/HKID card; and
 3) HKID card/passport of your representative for verification
Without the above three documents, the requested document(s) will not be released to your representative.
- Please send the academic document(s) by SF Express**
Please note that postage will be charged on delivery. The College bears no responsibility for any loss or damage of the document(s) during postal delivery.

Name of recipient:

Contact number:

Mailing address:

Part D: Declaration Please the boxes.

- I have read the information as stated in Points to Note.
- I hereby declare that the information provided in this form is true and correct.

Signature of Applicant:

Date:

Part E: Acknowledgement of Receipt (to be completed at the time of collection)

I hereby acknowledge receipt of the requested document(s).

Signature of Applicant:

Date:

For Office Use Only

Receipt Number:		Amount Paid:
Action	Date	Handling Officer
Application Received:		
Document Processed:		
Email Notification sent to Applicant:		