

Application for Transcript

(Please read the guidelines overleaf before completing this form.)

Student Particulars

Student Name: (English) _____
(in BLOCK LETTER)

Student No:

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(Chinese) _____

Study Mode: Full-time mode/ Part-time mode

Phone/Mobile No.: _____

Programme Name: _____

Programme Code: _____ Year of Study: _____ Class: _____

Academic Year: _____

Year of Admission: _____

Year of Graduation (if graduated): _____ OR Date of Leaving (if applicable): _____

Application Details

No. of Copies Required (HK\$50 per copy): _____

Reason for Application

Study Work Others (please specify) _____

Collection Method

I wish to collect the document in person on Tseung Kwan O Campus.

I authorize Mr / Ms _____ to collect the document for me (his / her Hong Kong Identity Card No. is _____).

Please mail the document to me.

Please mail the document to the following:

Name

Address

Signature of Student

Date

(Please “√” the appropriate box. * Please circle wherever appropriate.)

Office Use Only

	By	On		By	On
Form received			Prepared by		
Fee received HK\$50 / copy x _____			Checked by		
HKID / Passport / StudID Checked			Sent out / Mailed to student		
Postage for <input type="checkbox"/> Local Mail <input type="checkbox"/> Registered Mail <input type="checkbox"/> Air Mail			Recorded on student file		

Guidelines for Application for Transcript

1. A free copy of transcript will be issued automatically by the Registry to students who have completed the graduation requirements.
2. Other than the free copy mentioned above, requests for transcripts would be charged at HK\$50 per copy, plus HK\$2 for local mail or HK\$17.5 for each registered mail. Payment should be made by cash to the 2/F Enquiry Counter of the Registry, Tseung Kwan O Campus.
3. Students who have withdrawn unofficially are not eligible to apply for transcript. Such students should complete the withdrawal procedures by filling the form REG-S01 "Notification of Official Withdrawal" available from the Registry and returning their Student Identity Card and other Institute property before they can apply for the transcript.
4. The completed application form, together with the payment, should be submitted to the Registry on either the Tseung Kwan O Campus or the Oxford Road Campus.
5. Normally ten working days should be allowed for processing the request. However, the transcripts for students who were graduated before 1998-99 will need longer time to process.
6. Transcripts issued immediately after the examination periods or before the announcement of results will not show the course(s) being assessed in this semester until the results have been endorsed by the Joint Academic Regulations Committee.
7. The Registry will not be responsible for the loss of the transcript which may occur during its mail delivery. Transcripts mailed to overseas institutions will be sent by ordinary airmail unless otherwise stated.
8. Personal data provided in this form will be treated in strict confidence, and will be used by the Institute for checking of records only.