



School of Continuing and Professional Education
 專業進修學院
 香港城市大學
 City University of Hong Kong

APPLICATION FOR CERTIFIED TRUE COPIES OF ACADEMIC DOCUMENTS
(Applicable to students/graduates of CityU SCOPE Certificate/Diploma and non-local programmes)

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

SECTION I: TO BE FILLED IN BY APPLICANT

Personal Particulars

English Name: _____ SCOPE Student No.:

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Chinese Name: _____ HKID/Passport* No.:

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Email Address: _____ Day-time Contact: _____

Programme Title: _____

Original document(s) submitted for certification (Please tick as appropriate)

	No. of copies
<input type="checkbox"/> Certification of award certificate(s)	_____
<input type="checkbox"/> Certification of transcript(s)	_____
<input type="checkbox"/> Certification of attendance	_____
<input type="checkbox"/> Others, _____	_____

Signature of applicant: _____ Date: _____

SECTION II: FOR OFFICE USE ONLY

Service Charges (\$50 per copy x _____ = \$ _____)

Visa/MasterCard EPS Octopus Receipt Attached
 HKID/Passport verification

Received by: _____ Date: _____

SECTION III: ACKNOWLEDGEMENT (To be completed upon collection of certified true copy)

I acknowledge receipt of the Certified True Copy and original copy of the document(s).

Signature of applicant: _____ Date: _____

*Please delete as appropriate

NOTES TO APPLICANTS

1. Students/Graduates may request CityU SCOPE to certify true copies of academic documents for Certificate/Diploma and non-local programmes, such as award certificate, transcript, and result slip, etc. For graduates of full-time top-up degree programmes who admitted before 1 July 2008, please contact Community College of City University (CCCU) for certification services.
2. Applicants may authorize a representative to submit the application and collect the certified academic documents on their behalf. In this connection, the authorized person should produce his/her HKID card or passport for identification and record purpose and present the following documents upon application and collection of the certified true copies:
 - The application form for Certification of True Copy;
 - An authorization letter signed by the student concerned (an authorization letter template is available from the “Certification of Student/Graduate Records” section of CityU SCOPE website at <http://www.scope.edu/certification>); and
 - A copy of the student identity card/HKID card/passport of the student concerned (this will be returned to the authorized person after inspection).
3. Personal Information Collection Statement:
 - The Personal data provided in this form will be used for processing this application. Failure to provide complete and accurate information may render the School unable to process the application.
 - The information provided may be disclosed/transferred to relevant academic units/administrative offices within the University for consideration and/or necessary actions.
 - For non-local students, changes in student record may also be disclosed/transferred to relevant Government bodies, such as the Immigration Department, if deemed necessary.
 - After the application has been processed, relevant data will be transferred to the student record system of the School.
 - After submission of this form, request for access to and/or correction of the personal data should be made to CityU SCOPE.
 - The Privacy Policy Statement of the University can be accessed at <http://www.cityu.edu.hk/cityu/geninfo/privacy.htm>. For other issues regarding personal data privacy, please contact CityU SCOPE.

Application Fee and Payment Methods

A fee of HK\$50* will be charged for each copy of certified true copy. **All fees paid are not refundable and transferable.**

Please pay by one of the following methods:

- a) Visa/Master Card, EPS or Octopus at the Counter of CityU SCOPE Head Office[#]; or
- b) Electronic transfer to the bill account no. **030005571** for e-payment services. Please refer to <http://www.scope.edu/Admission/PaymentMethods> for the detailed payment methods. Please provide the payment proof together with the application form.

Application and Collection Procedures

1. Please complete Section I of this form, bring along your HKID card/passport for verification and submit this application form in person with the original document(s), together with the required fees or original payment proof at the Counter of CityU SCOPE Head Office[#] during the service hours. Please refer to <http://www.scope.edu/venue> for detailed information about CityU SCOPE Head Office[#]. For enquiries, please email to scope@cityu.edu.hk.
2. Immediate certification services will be provided under normal circumstances. Please allow 3 working days (excluding Saturday, Sunday and public holidays) processing time for unforeseen circumstances from the date of receiving the application. In case of any special situation, the School will inform applicants individually.
3. You may collect your original and copies of academic documents in person at the Counter of CityU SCOPE Head Office[#] during the service hours 3 working days after the date of submitting your application for unforeseen circumstances. Please present your Hong Kong Identity card/passport for verification.

*All fees are subject to change without further notice.

[#] All visitors entering the CityU SCOPE Head Office must be pre-registered, an email attached with a specific QR code will be sent to the visitor. The visitor must present the QR code and HKID card to the security staff at campus entrance on the day of the visit. Please send email to scope@cityu.edu.hk for pre-registration arrangement.