



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 ACADEMIC RECORD

(Applicable to students/graduates of CityU SCOPE Certificate/Diploma programmes only)

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: _____

Year of Admission: _____ Year of Graduation: _____

Document to be reissued (Please tick as appropriate)

No. of copies

- | | |
|---|-------|
| <input type="checkbox"/> Statement of Academic Record | _____ |
| <input type="checkbox"/> Result Slip (Semester _____, Year _____) | _____ |
| <input type="checkbox"/> Certificate of Completion | _____ |

Collection of Academic Record(s) (Please tick as appropriate)

- I wish to collect the Academic Record(s) in person.
- I will authorize another person to collect the Academic Record(s) on my behalf.
- Please send the Academic Record(s) directly to the following address by ordinary mail (local) / regular air mail (overseas):

Name of Recipient

Name & Address of

Institution/Company:

Name of Recipient:

Name & Address of

Institution/Company:

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 Academic Record)

I acknowledge receipt of the Academic Record(s).

Signature of applicant: _____ Date: _____

*Please delete as appropriate

NOTES TO APPLICANTS

1. Applications for Academic Record(s) are applicable to Certificate/Diploma courses organized solely by CityU SCOPE.
2. Applicants who want to have their Academic Record(s) sealed should indicate their requests in the application forms. Sealing service will not be provided retrospectively for Academic Record(s) that has been collected by applicants. It is the applicant's responsibility to put down accurate and legible address on envelope used for sealing the Academic Record(s).
3. Applicants may authorize a representative to submit the application and collect the Academic Record(s) 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 Academic Record(s):
 - The application form for reissue Academic Record;
 - 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).
4. Academic Record(s) sent by post will be by ordinary mail for local recipient(s) and regular air mail for overseas recipient(s). It is the applicant's responsibility to put down accurate and legible address. Please note that P.O. Box address will not be accepted and CityU SCOPE will not be responsible for any mishandling of mail. If additional documents are required to be sent with the Academic Record(s), applicants should provide it together with the application form. He/she will be notified by email when the Academic Record(s) is sent out. CityU SCOPE will not be liable for any loss of the Academic Record(s) during postal delivery.
5. 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 the Academic Record. **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. Application can be made by post, email or in person, together with the payment of the required fees or original payment proof at the Counter of CityU SCOPE Learning Centres during the service hours. Please refer to <http://www.scope.edu/venue> for detailed information about CityU SCOPE Learning Centres. For enquiries, please email to scope@cityu.edu.hk.
2. Academic Record(s) may be collected from the Counter of CityU SCOPE Head Office[#] direct and/or be dispatched by local mail. Please allow 14 working days (excluding Saturday, Sunday and public holidays) processing time for normal circumstances from the date of receiving the application. In case of any special situation, the School will inform applicants individually. If unclaimed, your Academic Record(s) will be destroyed 3 months after the receipt of your application.

*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.