



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 LETTER OF CERTIFICATION

(Applicable to students/graduates of CityU SCOPE Certificate/Diploma and current non-local 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.:

--	--	--	--	--	--	--	--

Chinese Name: _____ HKID/Passport* No.:

--	--	--	--	--	--	--	--

Email Address: _____ Day-time Contact: _____

Programme Title: _____

Year of Admission: _____ Year of Graduation: _____

Document to be certified (Please tick as appropriate)

- Award title and classification, if applicable
- Period of study
- Others, please specify _____

Collection of Certification Letter (Please tick as appropriate)

No. of copies

- I wish to collect the Certification Letter in person. _____
- I will authorize another person to collect the Certification Letter on my behalf. _____
- Please send the Certification Letter 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 Certification Letter)

I acknowledge receipt of the Certification Letter.

Signature of applicant: _____ Date: _____

*Please delete as appropriate

NOTES TO APPLICANTS

1. Applicants may apply for various certification letter(s) in respect of their studies at the School. This service is applicable to students / graduates of CityU SCOPE Certificate/Diploma and current non-local programmes. Please visit CityU SCOPE website at <http://www.scope.edu/> for list of current non-local programmes. 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 certification letter(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 certification letter(s):
 - The application form for Letter of Certification;
 - 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. Certification letter(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 certification letter(s), applicants should provide it together with the application form. He/she will be notified by email when the certification letter is sent out. CityU SCOPE will not be liable for any loss of the certification letter during postal delivery.
4. 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 certification letter. **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. Certification letter(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 certification letter(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.