

Application for Transcript of Studies
(Applicable for graduates/ leavers without access to the Student Portal)

Please read the notes overleaf before completing this form.

I. PARTICULARS OF APPLICANT

Name _____ Student No.

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HKID Card/ Passport/
Mainland ID Card No. * _____ Contact No. _____

Email Address _____

II. PROGRAMMES DETAILS

Programme Title _____ Programme Code

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 - Stream Code

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Mode of Study Full-time Part-time

III. RECIPIENTS OF TRANSCRIPTS (please tick one of the following)

- In-person collection by **the applicant/ the authorised person** * at the Service Counter; or
- Transcript(s) to be sent to the following address(es) :

No.	Recipient(s)	Purpose	No. of Copies	By Registered Mail
1	Name: Address:			Yes / No*
2	Name: Address:			Yes / No*

IV. FOR URGENT CASES (see Note 6 overleaf)

- Date expected: Click or tap to enter a date. **(Supporting document is required)**

Signature of Applicant _____ Date Click or tap to enter a date.

V. FOR OFFICE USE ONLY

- Student ID Card/ HKID Card/ Passport/ Mainland ID card * checked by _____ on _____
- Fee of HK\$70 per transcript was settled.
- (For mailing) Transcript(s) sent via mail by _____ on _____
- (For in-person collection) Notification sent to applicant by _____ on _____
- HKID Card/ Passport/ Mainland ID card * copy, if received, destroyed by _____ on _____

VI. ACKNOWLEDGEMENT (to be completed by applicant or authorised person upon collection of the transcript(s) in person)

I acknowledge the receipt of the transcript(s).

Signature of Applicant/ Authorised Person * _____ Date _____

NOTES TO APPLICANTS

1. This application form is applicable to graduates and leavers without access to the my.HKCC/ my.SPEED Student Portal. For current students/ graduands, they should apply via the Student Portal under “Transcript”, which offers the most convenient way for students and graduands to apply for a transcript.
2. The application procedures by this form are as follows:
 - i. complete Sections I, II, III and IV of this form
 - ii. submit the completed form to the General Office of the Programme Administrative Hosting Division and present your student ID card/ HKID card/ Passport/ Mainland ID card (for non-local students) for verification purposes.
 - iii. settle a fee of **HK\$70** for each transcript of studies. Payment can be made by Octopus or using the debit note obtainable from the General Office of the Programme Administrative Hosting Division. **Fees paid are not refundable.**
3. Your transcript(s) will be posted by mail to the mailing address(es) as indicated in your application. To avoid postal error, please put down the name(s) and address(es) of the recipient(s) **clearly** in Section III of this form. HKCC/ SPEED does not bear any responsibilities for postal loss due to errors in typing or other reasons.
4. If you wish to collect the transcript(s) in person, you will be notified of the collection by phone or via email.
5. If you authorise another person to collect the transcript of studies on your behalf, please provide a letter of authorisation along with the application form, stating the name and the number of HKID card/ passport/ Mainland ID card of the authorised person. **A copy of your HKID card/ passport/ Mainland ID card, the authorised person’s HKID card/ passport/ Mainland ID, and the original authorisation letter** (if not yet submitted with the application form) will be required for verification upon collection of the transcript(s). The copy of the identification will be returned to the representative after the application has been processed.
6. The processing time for issuing a transcript is normally seven working days from the date of receiving the application. For urgent cases, please indicate the date required in Section IV of this form and attach documentary evidence to the application. In case the request cannot be acceded to, you will be informed by phone.
7. If the transcript of studies is not collected within three months from the date of notification, it will be destroyed for security reasons.
8. The information given in this form will only be used for processing this application.

General Offices of Academic Divisions

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