

Application for Testimonial

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. _____

II. PROGRAMME DETAILS

Programme Title _____ Programme Code

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 - Stream Code

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Mode of Study Full-time Part-time

Year Admitted _____ Year of Last Attendance _____

III. COLLECTION OF TESTIMONIAL (please tick one of the following)

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

Address _____

Signature of Applicant _____ Date _____

IV. FOR OFFICE USE ONLY

- HKID Card/ Passport/ Mainland ID card * checked by _____ on _____
- (For mailing) Testimonial sent to applicant via mail by _____ on _____
- (For in-person collection) Notification sent to applicant by _____ on _____

V. ACKNOWLEDGEMENT (to be completed by applicant or authorised person upon collection of the testimonial in person)

I acknowledge the receipt of the testimonial.

Signature of Applicant/ Authorised Person * _____ Date _____

* delete as appropriate

NOTES TO APPLICANTS

1. Students can apply for a testimonial which is a certification of their study at HKCC/ SPEED without details on subjects and subject results.
2. The application procedures are as follows:
 - i. complete Sections I, II and III of this form
 - ii. submit the completed form to the General Office of the Programme Administrative Hosting Division concerned and present your HKID card/ Passport/ Mainland ID card (for non-local students) for verification purposes.
3. If you authorise another person to collect the testimonial 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 testimonial. The copy of the identification will be returned to the representative after the application has been processed.
4. The processing time for issuing a testimonial is normally seven working days from the date of receiving the application.
5. If the testimonial is not collected within three months from the date of notification, it will be destroyed for security reasons.
6. The information given in this form will only be used for processing this application.

General Offices of Academic Divisions

Division of Business and Hospitality Management (BHM)

Room N1302, 13/F, North Tower, PolyU West Kowloon Campus, 9 Hoi Ting Road, Yau Ma Tei, Kowloon

Telephone: 3746 0988

E-mail: do.bhm@cpce-polyu.edu.hk

Division of Languages and Communication (LC)

Room N1302, 13/F, North Tower, PolyU West Kowloon Campus, 9 Hoi Ting Road, Yau Ma Tei, Kowloon

Telephone: 3746 0929

E-mail: do.lc@cpce-polyu.edu.hk

Division of Science, Engineering and Health Studies (SEHS)

Room 1707, 17/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon

Telephone: 3746 0388

E-mail: do.sehs@cpce-polyu.edu.hk

Division of Social Sciences, Humanities and Design (SSHD)

Room 1707, 17/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon

Telephone: 3746 0998

E-mail: do.sshd@cpce-polyu.edu.hk