

**Application for Certification of Award**

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. AWARD DETAILS**

No.	Title of Award Obtained	Programme Code	Year of Graduation (e.g. 2021-22)
1			
2			

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

I would like to collect the Certification of Award(s) in person at  HHB campus  WK campus.

**IV. DECLARATION**

I am aware that I am not permitted to retain more than one copy of the award certificate for each academic qualification, including the Certification of Award, I obtained from Hong Kong Community College (HKCC) / School of Professional Education and Executive Development (SPEED) \*, The Hong Kong Polytechnic University. I hereby declare that my original certificate(s) for the academic qualification(s) stated in Part II of this form is/ are lost.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**V. FOR OFFICE USE ONLY**

- HKID Card/ Passport/ Mainland ID card \* checked by \_\_\_\_\_ on \_\_\_\_\_
- Fee of HK\$250 per certificate was settled.
- (For in-person collection) Notification sent to applicant by \_\_\_\_\_ on \_\_\_\_\_

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

I acknowledge the receipt of the Certification of Award(s).

Signature of Applicant/ Authorised Person \* \_\_\_\_\_ Date \_\_\_\_\_

\* delete as appropriate

## NOTES TO APPLICANTS

1. Certification of Award is in general issued to graduates of the HKCC/ SPEED who have lost their original award parchment. The Certification of Award is a document certifying the award which you have attained at HKCC/ SPEED. It is not an exact copy of the lost award parchment.
2. The application procedures are as follows:
  - i. complete Sections I, II, III and IV of this form
  - ii. submit the completed form to the CPCE Academic Registry (CAR) and present your HKID card/ Passport/ Mainland ID card (for non-local students) for verification purposes.
  - iii. settle a fee of **HK\$250** for each Certification of Award. Payment can be made by Octopus at the service counters of the CAR, or by ATM, PPS or internet banking after obtaining a debit note from CAR. **Fees paid are not refundable.**
3. If you authorise another person to collect the certificate(s) on your behalf, please provide a letter of authorisation along with this 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 certification(s). The copy of the identification will be returned to the representative after the application has been processed.
4. The processing time for issuing the certification(s) is/ are normally seven working days from the date of receiving the application.
5. If the certification(s) is/ are not collected within three months from the date of notification, it/ they will be destroyed for security reasons.
6. The information given in this form will only be used for processing this application.

### CPCE Academic Registry Offices

Room S1201, 12/F, South Tower, PolyU West Kowloon Campus, 9 Hoi Ting Road, Yau Ma Tei, Kowloon  
Room 807, 8/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon

Telephone: 3746 0900

E-mail: [cc.car@hkcc-polyu.edu.hk](mailto:cc.car@hkcc-polyu.edu.hk) (PolyU-HKCC awards)  
[sp.car@speed-polyu.edu.hk](mailto:sp.car@speed-polyu.edu.hk) (PolyU-SPEED awards)