

Application for Certification of True Copies

Please read the notes overleaf before completing this form.

I. PARTICULARS OF APPLICANT

Name _____

Student No.

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Programme Title _____

Programme Code Stream Code

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Mode of Study Full-time Part-time

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

II. DOCUMENT(S) SUBMITTED FOR CERTIFICATION

Item	No. of Copy	Purposes
Award Parchment		

Signature of Applicant _____ Date _____

III. ACKNOWLEDGEMENT (to be completed by applicant/ authorised person upon collection in person)

I acknowledge the receipt of the certified true copy and original copy of the documents.

Signature of Applicant/ Authorised Person * _____ Date _____

IV. FOR OFFICE USE ONLY

Student ID Card/ HKID Card/ Passport/ Mainland ID card * checked by _____ on _____

Documents checked and certified by _____ on _____

* delete as appropriate

NOTES TO STUDENTS

1. Only Award Parchment issued by Hong Kong Community College (HKCC)/ School of Professional Education and Executive Development (SPEED) will be accepted for certification.
2. The application procedures are as follows:
 - i. complete Sections I and II of this form
 - ii. submit the completed form with photocopies and the original documents to the CPCE Academic Registry (CAR) and present your student ID card/ HKID card/ Passport/ Mainland ID card (for non-local students) for verification. Immediate certification services will be provided under normal circumstances.
3. If you authorise another person to submit the application 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 student ID card/ HKID card/ passport/ Mainland ID card, the authorised person's HKID card/ passport/ Mainland ID, and the original authorisation letter** will be required for verification upon collection of the certified true copies of the documents. The copy of the identification will be returned to the representative after the application has been processed.
4. 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 (PolyU-HKCC awards)
sp.car@speed-polyu.edu.hk (PolyU-SPEED awards)