

**Academic Regulations and Records Office**

Tel No. : (852) 3442 2300

Fax No.: (852) 3442 0270

On-line enquiry form:

www6.cityu.edu.hk/arro/enquiry.asp

Application for Certification of Student Records

Please read the Notes to Applicants overleaf before completing this form.

Student Name: _____ Student No.

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Day-time Contact Phone No.: _____ HKID/Passport* No.

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CityU E-mail Address: _____

Programme Record for the Application:

Programme Code / Degree Title: _____

Major Code / Title: _____
(if applicable)

Information to be Certified

Type of document / Name of company concerned: _____

Information to be certified (Please tick as appropriate):

- Enrolment details, e.g., degree/major title, dates attended, mode of study, level of study, expected graduation date, etc.
- Tuition fees
- Course registration record

Collection of Certified Document (Please tick as appropriate)

- I wish to collect the certified document(s) in person.
- I will authorize another person to collect the certified document(s) on my behalf.
(Please refer to Note 2 overleaf)

Signature of Applicant

Date

Certified Document(s) Received By

Signature of Applicant/Authorized Person*

Date

(For Office Use Only)

Received by _____ Prepared by _____ Sent on _____

* Please delete as appropriate

Certification of Student Records

Notes to Applicants

1. Students may request the Academic Regulations & Records Office (ARRO) to certify their academic or related records (e.g. degree/major title, award title, dates attended, tuition fees, etc.) as held by the University upon presentation of a third party's official request.
2. Applicants may authorize a third party to submit the application and collect the certified documents on their behalf. In this connection, the authorized person should present the following documents:
 - The application form for certification of student records;
 - An authorization letter signed by the student concerned (an authorization letter template is available from the "Form Download" section of ARRO's homepage at <http://www.cityu.edu.hk/arro> or ARRO Service Centre); 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. 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 University 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 University.
 - After submission of this form, requests for access to and/or correction of the personal data should be made to the [Academic Regulations and Records Office](#).
 - 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 the Office of the Vice-President (Administration) or send email to the Data Protection Officer at vpad@cityu.edu.hk.

Application Procedures

Applicants may apply in person at the ARRO Service Centre.