



## Application for Testimonial

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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Programme Enrolled (Code and Title): \_\_\_\_\_

Mode of Attendance: FT/PT/Combined\* CityU E-mail Address: \_\_\_\_\_

### Collection of Testimonial (Please tick as appropriate)

Number of Testimonial(s) Required (HK\$30 per copy): \_\_\_\_\_

- I wish to collect the testimonial(s) in person.
- Please mail the testimonial(s) to \_\_\_\_\_
- I will authorize another person to collect the testimonial(s) on my behalf.  
(Please complete the **Authorization Letter** available from the "Form Download" section of ARRO's homepage at "<http://www.cityu.edu.hk/arro>" or ARRO Service Centre)

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

### Testimonial(s) Received By

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### (For Office Use Only)

- Visa/Master Card       EPS       Receipt Attached

Prepared by \_\_\_\_\_

Sent on \_\_\_\_\_

\* Please delete where inappropriate

*Use of Information: Information provided in this form will be treated strictly confidential and will be used by the University for checking of records only.*

# Testimonial

## Notes to Applicants

1. A testimonial is a standard report to certify a student's current enrolment status with regard to his/her studies at the University.
2. Students may authorize a third party to collect the testimonial(s) on their behalf. In this connection, the authorized person should present the following upon collection of the testimonial(s):
  - 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)
  - 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. The testimonial sent by post will be by regular air mail for overseas recipients and ordinary mail for local recipients. CityU will not be responsible for any mishandling of mail.

## Application Procedures

Students may apply by post or in person at the ARRO Service Centre, together with payment of the required fees. Those who apply in person at the Service Centre can collect their testimonials on the day they make the applications. If the request is made by post, please allow 7 working days for processing.

## Fees Payment

Please pay by one of the following methods:

- a. by direct deposit at any branch of the Hang Seng Bank (CityU current account no.: 293-318028-004); or
- b. by electronic transfer to the above CityU account at any Hang Seng Bank ATM machine; or
- c. by Visa/Master Card or EPS at the ARRO Service Centre

For fees settled by method (a) or (b) above, please attach the original receipt to the application form as proof of payment.

Overseas applicants may pay by a bank draft drawn in HKD made payable to "City University of Hong Kong".