

**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 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.: _____

CityU E-mail Address: _____

Programme Record for the Testimonial:

Programme Code /Degree Title: _____

Major Code / Title: _____
(if applicable)**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 address: _____
- by ordinary mail (local) / regular air mail (overseas)
- by registered mail (HK\$15.5 per recipient); no P.O. Box address is accepted
- I will authorize another person to collect the testimonial(s) on my behalf. **(Please refer to point 2 under Notes to Applicants.)**

Signature of Applicant_____
Date**Testimonial(s) Received By**_____
Signature of Applicant/Authorized Person*_____
Date**(For Office Use Only)**

- Visa/MasterCard/UnionPay EPS Receipt Attached

Prepared by _____

Sent on _____

* Please delete as appropriate

Testimonial

Notes to Applicants

1. A testimonial is a standard report to certify a student's record of studies at the University, which includes information on study status, programme records for bachelor's/associate degrees and award details (if available). Please refer to the [samples](#) of the testimonial under 'Student Services' of the ARRO website (<http://www.cityu.edu.hk/arro>).
2. Applicants may authorize a third party to submit the application and collect the testimonial on their behalf. In this connection, the authorized person should present the following documents upon application and collection of the testimonial:
 - The application form for testimonial (present this only upon application);
 - An authorization letter signed by the student concerned (an authorization letter template is available from the "Form Download" section of ARRO's homepage at 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. Testimonials sent by post will be by ordinary mail for local recipients and regular air mail for overseas recipients. If registered mail is required, additional postal fee will be charged and no P.O. Box address will be accepted. CityU will not be responsible for any mishandling of mail.
4. The provision of testimonials is not applicable to non-regular students (e.g. visiting/exchange students), students graduated before the academic year of 1999/2000, and those with the higher diploma/diploma qualifications. These students can instead apply for Letter of Certification for certifying their study records.
5. 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 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 seven 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/HSBC ATM machine; or
- (c) by Visa/MasterCard/UnionPay 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.

For overseas applicants, please contact our office for the credit card mail order service.