

## Application for Testimonial

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

Applicant's Name: \_\_\_\_\_

Student No.

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Day-time Contact Phone No.: \_\_\_\_\_

HKID/Passport\* No.: \_\_\_\_\_

CityU E-mail Address: \_\_\_\_\_

Programme Records for Bachelor's/Associate Degrees to be Shown on the Testimonial:

Degree/Major Code & Title: \_\_\_\_\_

### 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

*Use of Information: Information provided in this form will be treated as 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 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](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. Testimonials sent by post will be via ordinary mail for local recipients and regular air mail for overseas recipients. If registered mail is required, additional postal fee will be charged. Please note that P.O. Box address will not be accepted and 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.

## 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.