

Application for Delivery of Award Certificate by Registered Mail

[for Master's (Taught Postgraduate) students only]

Notes to Applicants:

- This form must be duly completed.** Please complete the form and send it to the Chow Yei Ching School of Graduate Studies **in person/by post/by CityU alumni email** with a copy of your **HKID card/Passport** and the required application fee. Please refer to Part III of this form for the payment methods.
- The application fees for the delivery of the award certificate by registered mail are as follows:

Local address	HK\$50
Mainland address	HK\$100
Overseas address	HK\$120

The application fees are non-refundable.

- The award certificate will be mailed within **7 working days** upon receipt of the duly completed and signed application form and all required documents and charges. During peak periods in July, August, November and December, the processing time may take **up to 10 working days**. For applicants who graduate in the current semester/term, applications will only be processed when the relevant award certificates are available for distribution to all graduates.
- The award certificate will be sent **by registered mail via Hongkong Post**. Please check the HongKong Post website for updates on postal services and estimated delivery time prior to the submission of your application. **No P.O. Box address will be accepted.** CityU will not be responsible for any mishandling of mail and no replacement award certificate will be issued.
- Students must clear all outstanding matters with the University (e.g. tuition fees, books or fines with the library, student loans, etc.) before the award certificate will be mailed.
- Information provided in this form will be treated as strictly confidential and will be used by the University for record verification purposes only. For details, please read the Personal Information Collection Statement (PICS) for Students (<https://banweb.cityu.edu.hk/cityu/pics.htm>).

Part I: Personal Particulars

Student ID: _____ Student Name: _____

Day-time Contact Phone No.: _____ Email: _____

Programme of Study (Code and Title): _____

Year of Graduation: Semester A/Semester B/Summer Term*, _____ (Year)

**Please delete where inappropriate*

(For Office Use Only) Completed by SGS staff

Application received on: _____ (Date) by: _____ (Name) HKID card/Passport attached:

Payment received by: Mail order processed Receipt attached Mailed on: _____ (Date)

Part II: Mailing Details

Name and Address for Delivery of Award Certificate:

(Please write in Chinese for address in Mainland China and write the phone number next to the recipient's name if necessary)

For mainland/overseas address only

Name:	_____
Address:	_____

Country#:	_____
Postal/Zip code#:	_____

Part III: Payment Information

A **non-refundable** application fee of HK\$50 (local address) / HK\$100 (mainland address) / HK\$120 (overseas address) is charged for the delivery of the award certificate by registered mail.

Applicable to Local Applications

- By direct deposit at any branch of the Hang Seng Bank to the City University of Hong Kong account number **293-318028-003** *(Please attach the original payment receipt with the application form)*
- By electronic transfer to the above University account at any Hang Seng Bank ATM machine *(Please attach the original payment receipt with the application form)*

Applicable to Local and Non-local Applications

- By credit card payment: *(Only Visa Card and Master Card are accepted for the mail order service)*

Card type (please tick)	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTER
Name printed on credit card (BLOCK LETTERS)		
Card number	_ _ _ _ -_ _ _ _ -_ _ _ _ -_ _ _ _	
Expiry date (Month/Year)		
Amount	HK\$	
Authorized signature on credit card		

Signature of Applicant

Date