



Application for Replacement Award Certificate
[for Master's (Taught Postgraduate) students only]

Please read the Notes to Applicants before completing this form.

* Please delete where inappropriate

Part I: Personal Particulars

English Name (Family Name first): Chinese Name (if any, as in HKID card):

CityU Student No.: HKID/Passport* No.:

Day-time Contact Phone No.: Email Address:

Part II: Request Details (Please tick as appropriate)

Reason for Replacement

- Original award certificate lost/stolen/destroyed
Original award certificate damaged
Original award certificate not collected within the prescribed period
Name change

For change of name case, new name to be printed on the re-issued award certificate(s):
(English) (Chinese)

Name that is printed on the original award certificates:
(English) (Chinese)

Award Certificate(s) Requested to be Re-issued

Table with 5 columns: Qualification Awarded, Department, Date of Attendance (From/To), Classification, Year of Conferment

Part III: Collection of Replacement Award Certificate (Please tick as appropriate)

- In person
By an authorized representative
By registered mail

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 IV: Payment Information *(Please tick as appropriate)*

A non-refundable application fee of HK\$500 is charged for the replacement of each award certificate. In the case of name change, the application fee is also HK\$500 for each of the award certificates to be replaced under the same name.

I wish to apply for the replacement of award certificate(s) for my degree(s) as given in Part II and hereby pay the required charges of HK\$ _____ using the payment method indicated below:

Applicable to Local Graduates

- 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)*
- By electronic transfer to the above University bank account via EPS at the SGS Service Counter
- By credit card payment at the SGS Service Counter

Applicable to Local and Non-local Graduates

- 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		

Part V: Declaration

I am aware that I am not permitted to retain more than one copy, including the replacement copy, of the award certificate for each academic qualification I obtained from the City University of Hong Kong. I hereby declare that the information provided in Part II is true and accurate.

I understand that I must surrender to the University ALL award certificates bearing my former name, and that my replacement award certificate which bears my new legal name can only be processed after approval is given by the University on the updating of my new legal name in its student records.

Signature of Applicant: _____ Date: _____

Acknowledgement Receipt of Replacement of Award Certificate(s):

Signature of Collector: _____ Date: _____

Authorization Ref. No. (if any): AU _____

(For Office Use Only) *Completed by Service Counter/SGS Staff*

Received by: _____ (Name)	Payment received by: <input type="checkbox"/> Visa/MasterCard/UnionPay/EPS
Received on: _____ (Date)	<input type="checkbox"/> Receipt attached
Mailed on: _____ (Date)	<input type="checkbox"/> Mail order processed

Application for Replacement Award Certificate

Notes to Applicants

1. The award certificate issued by the City University of Hong Kong is a unique document. The University does not issue a duplicate copy of an award certificate under any circumstances.
2. If a graduate's award certificate was permanently lost/destroyed, not collected within the period prescribed by the University, or if in the case of legal name change, a graduate requires his/her updated name to be printed on the award certificate, he/she may apply for replacement award certificate(s) from the Chow Yei Ching School of Graduate Studies. However, a graduate is only permitted to retain ONE award certificate, including the replacement award certificate, for each academic qualification he/she is conferred by the University.
3. Although a replacement award certificate is equally valid and legal as the original award certificate, it may not be of replica of the original award certificate in respect of the paper, wordings and signatures, etc. The replacement award certificates are printed in the current format, including the use of the signatures of the current University Officers. Each replacement award certificate bears at the bottom edge a notation that states “this award certificate is reissued on (date)” in English and “此畢業證書於(日期)補發” in Chinese.
4. To apply for replacement award certificate(s), a graduate should complete the attached application form and provide the following documents with the form:
 - (a) A copy of his/her HKID card/passport;
 - (b) Relevant documentary evidence such as a police report, notarized statement or declaration administered by a Commissioner for Oaths for lost/stolen/destroyed award certificate. **Name, HKID/Passport number and Name of Award Title must be included on the above document;**
 - (c) For change of name, a graduate should approach Alumni Relations Office (ARO) **in advance**. For details, please contact ARO at 3442 6075 or email aro@cityu.edu.hk. A graduate should also complete and return the application form of “Change of Personal Particulars” available at the SGS website or SGS Service Counter with supporting documents such as Deed on Change of Name, HKID Card or Passport to SGS;
 - (d) The original award certificate(s) of which the graduate applies for a replacement copy (for damaged award certificate or for name change); and
 - (e) The required application fee of HK\$500 for each replacement award certificate.
5. It will normally take **six weeks** to prepare for the replacement award certificate(s), counting from the date of receiving the duly completed and signed application form and all the required documents and charges.
6. The University reserves the right not to issue replacement award certificate(s) to a graduate in the event that he/she has any unmet obligations to the University (e.g. outstanding fees, library fines, unreturned library materials and student loans, etc.) or if the graduate is not able to produce the required documents pertaining to the application for replacement award certificate or settle the required replacement fee.
7. A graduate may collect the replacement award certificate(s) in person or authorize a representative to collect the award certificate(s) from the SGS Service Counter upon notification. The graduate may authorize a third party to collect the award certificate(s) on the graduate’s behalf. In this case, the authorized person should present the following upon collection of the award certificate(s):
 - An authorization letter signed by the graduate concerned (Photocopy or print out copy of the letter is not accepted.)
 - A copy of the student identity card/HKID card/passport of the graduate concerned (This document will be returned to your authorized representative after inspection.)
8. A graduate may request the sending of his/her replacement award certificate(s) by registered mail to the given address. No P.O. Box address will be accepted. He/she will be notified by email when the replacement award certificate is sent out. The University will not be liable for any loss of the award certificate during postal delivery.
9. As the application fee is non-refundable, applicants are advised to check with the Chow Yei Ching School of Graduate Studies, before making an application and payment for the replacement award certificate, whether their original award certificates have been collected if they are not sure about this.
10. Enquiries can be made to the Chow Yei Ching School of Graduate Studies via email at tpenquir@cityu.edu.hk or telephone at (852) 3442 9014.
11. 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>).

Authorization Letter

Date: _____

Chow Yei Ching School of Graduate Studies
City University of Hong Kong

Dear Sir/Madam,

I, _____ / _____ / _____
(full name) *(CityU student number)* *(programme code)*

hereby authorize _____ / _____
(name of the person) *(HKID or Passport no.)*

to apply for/collect on my behalf the award certificate(s).

A photocopy of my Student ID Card/HKID Card/Passport is attached for your verification and it will be returned to my representative after inspection.

My representative understands that he/she will be required to produce his/her HKID card or passport for identification and record purposes when applying for/collecting the said document(s) on my behalf.

I also confirm that my representative shall have the authority to sign for acknowledgement of the receipt of the said document(s). I understand that I shall be fully responsible for the non-delivery, if any, of the said document(s) by my representative.

In addition, I understand that this authorization is valid up to six months from the date of submission and information provided will be used by the University for record verification purposes as stipulated in the Personal Information Collection Statement (PICS) for Students (<https://banweb.cityu.edu.hk/cityu/pics.htm>).

Yours faithfully,

(Signature)

(09/2023)