



Academic Regulations and Records Office
5/F Fong Yun-wah Building
City University of Hong Kong
Tat Chee Avenue, Kowloon, Hong Kong
Tel No.: (852) 3442 2300
Website: <https://www.cityu.edu.hk/arro>

Application for Delivery of Award Certificate by Registered Mail

Please read the Notes to Applicants before completing the form.

Part I: Personal Particulars

Student ID: _____ Student Name: _____

Contact Phone No: _____ Email: _____

Programme Title/Major: _____

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

**Please delete as appropriate*

Name and Address for
Delivery of Award Certificate:

*(Please write in Chinese for
address in Mainland China.)*

Name: _____

Address: _____

Country#: _____

Postal/Zip code#: _____

#For mainland / overseas address only

(For Office Use Only)

Completed by Service Centre Duty Staff/CO serving the student's home academic unit

Graduation Term: _____

HKID copy checked:

Payment received by: Visa/MasterCard Receipt attached Mail Order (overseas application only)

Received and checked by: _____ (Name)

Part II: 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.

Payment Methods

LOCAL Applications

- a) **Direct Deposit** Direct deposit can be made at any branch of the Hang Seng Bank. Please advise the teller to deposit the cash to the University's Hang Seng Bank Account **293-318028-003**.
- b) **ATM Transfer** Make a bank account transfer to the above CityU account at any Hang Seng Bank/ HSBC ATM machine.

Please attach the **original receipt** to the application form as proof of payment for fees settled by method (a) or (b) above. If you send the completed application form by email, you are required to submit the original receipt to ARRO by post.

*****E-banking payment is not accepted.***

OVERSEAS Applications

Complete the authorization information below. We only accept Visa and MasterCard. Other types of credit cards such as UnionPay, American Express and Diners Club are not acceptable.

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

Signature

Date

Notes to Applicants:

1. Please submit the duly completed application form in person/by post/email with a copy of your HKID card or Passport and original payment proof.
 2. The award certificate will be sent by registered mail from Hongkong Post. Before submitting your application, please check whether the postal services are available for your destination. **No P.O. Box address will be accepted**. The University will not be liable for any loss of the certificate during postal delivery, and no replacement award certificate will be issued.
 3. Students must clear all outstanding matters with the University (e.g. library fines/books on loan) before the award certificate will be mailed.
 4. The application fees are non-refundable.
 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.
 - 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 data.protection@cityu.edu.hk.
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