

# THE UNIVERSITY OF HONG KONG

## APPLICATION FOR CERTIFICATION

### GENERAL INFORMATION AND INSTRUCTIONS

This application serves the following purpose(s):

- (a) for certification of a student's / graduate's status on any form, document or photocopy; and / or
- (b) for certification of photocopy of HKU Certificate / Diploma; and / or
- (c) for certification of syllabus(es) listed in the "University Degree Regulations and Course Descriptions".

For certification of HKU Certificate / Diploma, please attach monochrome copies of the document.

Fresh graduates who would like to certify their completion of a programme before its formal conferment at the Congregation are advised to apply for *testimonial(s)* instead to serve such purpose.

#### APPLICATION FEES

HK\$30 per copy of certified document(s); or  
HK\$30 per copy of the syllabus(es) of each academic year.

All fees paid are not refundable.

#### PAYMENT METHODS

Students residing in Hong Kong:

- (a) Please pay the total fee(s), using one of the methods overleaf;
- or*
- (b) Please complete Section D of the application form for payment by credit card.

If you are using the payment methods in (a) above, it is essential that the original ATM customer advice / CQM transaction advice, or in the case of internet banking, a printed copy of the bank's acknowledgement statement which contains the payment reference number be stapled to your application form for submission to the University. Please retain a photocopy of the receipt as proof of fee payment.

Students overseas should pay by bank draft (*in Hong Kong Dollars*) drawn on a bank in Hong Kong and made payable to "The University of Hong Kong", or by credit card (*please complete Section D of the application form*).

#### SUBMITTING THE APPLICATION

Completed application form, together with copies of the documents and proof of fee payment where appropriate, should be submitted

- (a) by mail / in person to the Academic Services Office, Room G-04, Run Run Shaw Building, The University of Hong Kong, Pokfulam Road, Hong Kong; or
- (b) by fax to (852) 2540 1405 (for payment by credit card only).

#### COLLECTION METHODS AND PROCESSING TIME

Certified document(s) may be collected from the Academic Services Office direct and / or be dispatched by registered mail. Normally **ten working days** (excluding Saturday and Sunday) should be allowed for processing the application. Uncollected document(s) will be destroyed within 3 months after the date of issue.

The University accepts no responsibility for any loss or damage of certified document(s) during postal delivery.

Methods of Payment (for student residing in Hong Kong only)

<b>Payment method</b>	<b>Procedures</b>	<b>Receipt to be attached to the application form</b>
ATM (Automatic Teller Machine)	1) Locate an ATM with ‘Bill Payment’ function 2) Select “Bill Payment” → “Education” → “The University of Hong Kong” <i>(Please do not use the account transfer function for payment)</i> 3) Enter Bill Type: “06” Other Fees 4) Enter Bill Account Number: For HSBC / Hang Seng Bank: “Your University Number (10 digits)” + 4002 For JETCO: “Your University Number (10 digits)” + 000004002 (If you have forgotten your University Number, please use “2099999983” in lieu) 5) Enter the <i>appropriate</i> amount payable	Original ATM customer advice
Internet banking	1) Logon to any of the following websites: HSBC < <a href="http://www.hsbc.com.hk">http://www.hsbc.com.hk</a> > Hang Seng Bank < <a href="http://www.hangseng.com">http://www.hangseng.com</a> > JETCO < <a href="http://www.jetpayment.com.hk">http://www.jetpayment.com.hk</a> > BEA < <a href="http://www.hkbea.com.hk">http://www.hkbea.com.hk</a> > 2) Make bill payment by choosing the following function: <i>(Please do not use the account transfer function for payment)</i> HSBC: View and Pay Bills Hang Seng Bank: View and Pay Bills JETCO: JET Payment BEA: Bill Payment / CyberPayment / JET Payment 3) Select “The University of Hong Kong” as the merchant for payment 4) Enter Bill Type: “06” Other Fees 5) Enter Bill Account Number: For HSBC / Hang Seng Bank / BEA Bill Payment: “Your University Number (10 digits)” + 4002 For JETCO / BEA CyberPayment / BEA JET Payment: “Your University Number (10 digits)” + 000004002 (If you have forgotten your University Number, please use “2099999983” in lieu) 6) Enter the <i>appropriate</i> amount payable	A printed copy of the bank’s acknowledgement statement which contains the payment reference number
HSBC’s CQM (Cheque Deposit Machine)	1) Make a crossed cheque payable to “The University of Hong Kong” and write your name and your University Number (10 digits) at the back of the cheque <i>(Post-dated cheque is not acceptable)</i> 2) Deposit the cheque at any HSBC’s CQM by a) entering The University of Hong Kong’s bank account number 002-222834-002 and the cheque amount; and b) selecting “Reference” and entering the reference number: “Your University Number (10 digits)” + 4002 (If you have forgotten your University Number, please use “2099999983” in lieu) 3) Insert the cheque into the cheque insertion slot <i>[For details, please refer to the instructions listed on the machine]</i>	Original CQM transaction advice



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- (c) for certification of syllabus(es) listed in the "University Degree Regulations and Course Descriptions".

***(Please note that it is not an application for your official graduation certificate/ diploma)***

### SECTION A PERSONAL PARTICULARS

Name in English (block letters, surname first): \_\_\_\_\_

Name in Chinese (if applicable): \_\_\_\_\_

Date of Birth (DD/MM/YYYY): \_\_\_\_\_ HKID/Passport number: \_\_\_\_\_

University number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Contact numbers: (Mobile) \_\_\_\_\_ (Office) \_\_\_\_\_ (Home) \_\_\_\_\_

### SECTION B DOCUMENTS TO BE CERTIFIED

*\* Fresh graduates who would like to certify their completion of a programme before its formal conferment at the Congregation are advised to apply for testimonial(s) instead to serve such purpose. Application form can be downloaded from [www.hku.hk/regform](http://www.hku.hk/regform)*

1.  Certification of my HKU graduation certificate/ diploma

Number of document(s) to be certified: \_\_\_\_\_ (Please attach a photocopy of your HKU degree certificate/ diploma)

2.  Certification of my student status on a document (e.g. application for overseas loan scheme, accreditation with professional bodies)

Number of document(s) to be certified: \_\_\_\_\_ (Please attach the document(s) to be certified)

3.  Syllabus(es) listed in the "University Degree Regulations and Course Descriptions" (Please complete the table below)

*The application fee is HK\$30 per copy of the syllabus(es) of each academic year (e.g. if you apply for two copies of the BA syllabus from 1997-2000, the application fee is HK\$180)*

Syllabus(es) required: Name of Curriculum	Academic year of the syllabus(es) to be certified		Number of copies required
	From (Academic year)	To (Academic year)	
<i>Example: BSW</i>	<i>2007</i>	<i>2008</i>	<i>1</i>
<i>BSW</i>	<i>2008</i>	<i>2009</i>	<i>2</i>

### SECTION C COLLECTION METHOD

Collection method	Number of certified document(s)	Number of certified syllabus(es)	Purpose of certification
<b>(a) In person</b> (at Room G04, Run Run Shaw Building)			
<b>(b) By an authorized person</b> Full name of authorized person: _____ HKID/Passport number: _____			



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*For office use only*

*Receipt of Certified Document(s)*

I acknowledge receipt of the certified document(s) and / or syllabus(es).

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## THE UNIVERSITY OF HONG KONG

### Personal Information Collection Statement

1. This is a statement to inform you of your rights under the Personal Data (Privacy) Ordinance.
2. Personal information is provided by you as an applicant through the completion of application procedures and forms designated for various purposes, *e.g.* for admission to a programme of study, for the issuance of your student registration card, for an exchange programme, for hall admissions, and for provision of facilities or services. Data collected are used specifically for the purposes prescribed in the application forms and will serve
  - (a) as a basis for selection of applications;
  - (b) as evidence for verification of the applicant's identity, examination results, academic records and other information; and
  - (c) where applicable, as part of the applicant's official student records.

In the case of (c) above, information so incorporated into student records will be used for all purposes relating to the student's studies as required by the relevant regulations and procedures of the University.

3. Personal data will be kept confidential and handled by the University's staff members. The University may transfer some of the data to an agent or other persons appointed to undertake some of its academic and administrative functions.
4. Under the provisions of the Ordinance, you have the right to request the University to ascertain whether it holds your personal data, to be given a copy, and to apply for correction of the data, if deemed incorrect.
5. Applications for access to and correction of personal data should be made by using a special request form and on payment of a fee. Such applications as well as requests for information should be addressed to the Data Protection Officer, Registry, The University of Hong Kong.

H.W.K. Wai  
Registrar

September 2007