

THE UNIVERSITY OF HONG KONG

APPLICATION FOR TESTIMONIAL

GENERAL INFORMATION AND INSTRUCTIONS

A testimonial is an official document which certifies the qualification(s) awarded to you or the programme you are studying. Unlike transcript, it does not give details of the individual courses studied and / or completed and is usually used to attest the student status for such purposes as job hunting and sitting public examinations (e.g. TOEFL).

For overseas students applying for certification for extension of the student visa, please contact the Centre of Development and Resources for Students at 3/F, Meng Wah Complex for assistance in the first instance.

APPLICATION FEES

HK\$30 (first copy per application)

HK\$10 (each subsequent copy of the same application)

All fees paid are not refundable.

PAYMENT METHODS

Student 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 proof of fee payment where appropriate, should be submitted

(a) by mail / in person to the Academic Services Office, G04, 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

Testimonial(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 testimonial(s) will be destroyed within 3 months after the date of issue.

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

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

Payment method	Procedures	Receipt to be attached to the application form
ATM (Automatic Teller Machine)	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1) Logon to any of the following websites: HSBC <http://www.hsbc.com.hk> Hang Seng Bank <http://www.hangseng.com> JETCO <http://www.jetpayment.com.hk> BEA <http://www.hkbea.com.hk> 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)	<ol style="list-style-type: none"> 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 <ol style="list-style-type: none"> 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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Application for Testimonial

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) _____

Curricula attended <i>e.g.</i> BA, MBA, PhD (in chronological order)	Faculty	From (MM/YYYY)	To (MM/YYYY)	Honours classification (if applicable)

SECTION B NUMBER OF COPIES AND COLLECTION METHODS

Collection method	Number of testimonial(s) applied for	Purpose of applying
(a) In person (at Room G04, Run Run Shaw Building)		
(b) By an authorized person Name: _____ HKID/Passport number.: _____		
(c) By registered mail		
Name	_____	
Address	_____	
Number of testimonial(s) to be sent: _____	Purpose of applying: _____	
Name	_____	
Address	_____	
Number of testimonial(s) to be sent: _____	Purpose of applying: _____	
Name	_____	
Address	_____	
Number of testimonial(s) to be sent: _____	Purpose of applying: _____	
Remarks *:	_____	

* Unless otherwise requested, testimonial(s) will be put in one single University envelope without the University seal.

Name: _____ University number: _____

SECTION C PROCESSING SCHEDULE

Process my application now.

(Only your current status will be shown on the testimonial.)

Do not process my application until the award of the qualification listed in Section A is confirmed.

(If you have just obtained your examination results from the Faculty Office, please tick this box to apply for the most updated testimonial. A longer processing time may be needed.)

SECTION D SUBMISSION OF APPLICATION

HK\$30 (first copy per application)

HK\$10 (each subsequent copy of the same application)

I hereby apply for _____ copies of testimonials and agree to abide by the conditions specified.

The original ATM customer advice / the original CQM transaction advice / a printed copy of bank's acknowledgement statement* showing a total payable amount of HK\$ _____ is attached as evidence of payment.

Credit card (**It must be your own credit card.**)

I authorize The University of Hong Kong to charge HK\$ _____ to the credit card account below:

Credit card (Please tick as appropriate.)	<input type="checkbox"/> Visa <input type="checkbox"/> Master
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"/>
Expiry Date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> (Month/Year)

A Hong Kong dollar bank draft showing a total payable amount of HK\$ _____ is attached. (For overseas applicants only. Money orders are not accepted.)

Signature of applicant: _____

Date: _____

Receipt of Testimonial(s)

I acknowledge receipt of the testimonial(s).

Name: _____ Signature: _____ Date: _____

Please tick as appropriate.

* Please delete as appropriate.

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