

College office

Tel No. : (852) 3442 9880

Fax No. : (852) 3442 0555

Telford Annex

Tel No. : (852) 2707 9440

Fax No. : (852) 2707 4243

Application for Academic Transcript

Please read the Notes to Applicants overleaf before completing this form.

Applicant's Name: _____

Student No.

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Day-time Contact Phone No.: _____

HKID/Passport* No.: _____

E-mail Address: _____

Programme title: _____

Collection of Academic Transcript (Please tick as appropriate)

Number of Academic Transcript(s) required (HK\$50 per copy): _____

I wish to collect the Academic Transcript(s) in person.

Please mail the Academic Transcript(s) to address:

by ordinary mail (local) / regular air mail (overseas)

by registered mail (HK\$15.5 per recipient); no P.O. Box address is accepted

I will authorize another person to collect the Academic Transcript(s) on my behalf. (Please refer to point 2 under Notes to Applicants)

Signature of Applicant / Authorized Person*

Date

Academic Transcript(s) Received By

Signature of Applicant / Authorized Person*

Date

(For Office Use Only)

Receipt Attached

Prepared by _____

Sent on _____

*Please delete as appropriate

Use of Information: Information provided in this form will be created as strictly confidential and will be used by the College for checking of records only.

Academic Transcript

Notes to Applicants

1. An academic transcript is a certification of a student's record of academic performance in the form of letter grades attained for all assessed courses as determined by the appropriate Assessment Panels/Examination Boards.
2. Academic transcripts issued during examination/assessment period will include results of courses processed by Assessment Panels and promulgated.
3. Applicants who want to have their academic transcripts sealed should indicate their requests in the application forms. Sealing service will not be provided retrospectively for academic transcripts that have been collected by applicants. It is the applicant's responsibility to put down accurate and legible address on envelop used for sealing the academic transcript.
4. Applicants may authorize a third party to submit the application and collect the academic transcript on their behalf. In this connection, the authorized person should present the following documents upon application and collection of the academic transcript:
 - The application form for academic transcript (present this only upon application);
 - An authorization letter signed by the student concerned; and
 - A copy of the student identity card/HKID card/passport of the student concerned (this will be returned to the authorized person after inspection).
5. Academic transcripts sent by post will be via ordinary mail for local recipients and regular air mail for overseas recipients. If registered mail is required, additional postal fee will be charged. Please note that P.O. Box address will not accepted and UOWCHK/CCCU will not be responsible for any mishandling of mail.
6. UOWCHK/CCCU reserves the right to withhold issuance of an academic transcript to an applicant who has not paid fees / other monies owed to the college, or who has failed to discharge all obligations towards the college, or upon the advice of the applicant's home division.

Application Procedures

Applicants may apply by post or in person at the following offices together with payment of the required fees:

Main Campus: College Office, Room 6104, Li Dak Sum Yip Yio Chin Academic Building, Kowloon Tong

Telford Annex: General Office, G/F., Telford Plaza, 33 Wai Yip Street, Kowloon Bay

Fees payment

- (a) Please pay by electronic transfer at any Hang Seng Bank by ATM transfer (account number of UOWCHK/CCCU: 359-300001-004). Please attach the original receipt to the application form as proof of payment.
- (b) For overseas applicants, please contact our office for the credit card mail order service.