

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 Letter of Certification

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: _____

Application Particulars (Please tick as appropriate)

To certify the normal duration of the programme

To certify the classification of award (Please see Note 4 overleaf)

Others – (please specify): _____

Collection of Certification Letter (Please tick as appropriate)

Number of certification letter(s) required (HK\$30 per copy): _____

I wish to collect the certification letter(s) in person.

Please mail the certification letter(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 certification letter(s) on my behalf. (Please refer to point 2 under Notes to Applicants)

Signature of Applicant / Authorized Person*

Date

Certification Letter(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.

Letter of Certification

Notes to Applicants

1. Students may apply for various certification letters in respect of their studies at UOWCHK/CCCU.
2. Applicants may authorize a third party to submit the application and collect the certification letter on their behalf. In this connection, the authorized person should present the following documents upon application and collection of the certification letter:
 - The application form for letter of certification (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).
3. Certification letters 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 be accepted and UOWCHK/CCCU will not be responsible for any mishandling of mail.
4. For students who apply for certification of their academic award, please note that certification of the award classification will only be available after the Examination Board meeting. (If the request is made prior to the Examination Board meeting, only the fulfillment of programme requirements can be certified as appropriate.) Students who have urgent needs for certification of the award classification may write to UOWCHK/CCCU for special arrangements and justifications should be provided.

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.