

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 Testimonial

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 Records for Diploma to be shown on the Testimonial:

Programme Title: _____

Collection of Testimonial (Please tick as appropriate)

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

I wish to collect the testimonial(s) in person.

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

Signature of Applicant / Authorized Person*

Date

Testimonial(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.

Testimonial

Notes to Applicants

1. A testimonial is a standard report to certify a student's record of studies at UOW College Hong Kong/Community College of City University (UOWCHK/CCCU), which includes information on study status, programme records for Associate degrees/Diploma in General Studies and award details (if available).
2. Applicants may authorize a third party to submit the application and collect the testimonial on their behalf. In this connection, the authorized person should present the following documents upon application and collection of testimonial:
 - The application form for testimonial (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. Testimonials 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.

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.