



## Application for Certified True Copies of Academic Documents

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

### Personal Particulars

Applicant's Name: \_\_\_\_\_ Student ID No.: 

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Daytime Contact Phone No.: \_\_\_\_\_ HKID/Passport\* No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_@uowmail.edu.au 

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### Programme Record for the Application:

Programme Code/ Programme Title: \_\_\_\_\_

Cohort: \_\_\_\_\_

### Document to be Certified

<i>Academic Year</i>	<i>Document: (e.g. Award Certificate)</i>	<i>Pages (If applicable)</i>
_____	_____	_____
_____	_____	_____

### Collection of Certified Academic Document (Please tick as appropriate)

Number of certified true copy required (HK\$30 per page): \_\_\_\_\_

I wish to collect the certified academic document(s) in person.

I will authorize another person to collect the certified academic document(s) on my behalf.  
**(Please refer to Note 2 overleaf)**

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

### Certified Academic Document(s) Received By

\_\_\_\_\_  
Signature of Student/ Authorized Person\*

\_\_\_\_\_  
Date

### (For Office Use Only)

Octopus  Receipt Attached

Prepared by \_\_\_\_\_

Sent on \_\_\_\_\_

\* Please delete as appropriate

**UOW College Hong Kong (UOWCHK)**  
**Certified True Copies of Academic Documents**

**Notes to Applicants**

1. Students may request the College to certify true copies of academic documents, such as award certificates, examination timetables, and the Academic Calendar.
2. Applicants may authorize a third party to submit the application and collect the certified academic documents on their behalf. In this connection, the authorized person should produce his/her HKID card or passport for identification and record purposes and present the following documents upon application and collection of the certified academic documents:
  - The application form for certified true copies of academic documents;
  - An authorization letter signed by the student; 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. Personal Information Collection Statement:
  - The personal data provided in this form will be used for processing this application. Failure to provide complete and accurate information may render the College unable to process the application.
  - The information provided may be disclosed/transferred to relevant academic units/ administrative offices within the College for consideration and/or necessary actions.
  - For non-local students, changes in student records may also be disclosed/transferred to relevant Government bodies, such as the Immigration Department, if deemed necessary.
  - After the application has been processed, relevant data will be transferred to the student record system of the College.

**Application Procedures**

You may apply in person with the required fees payment, together with a valid legal proof of identity, (e.g. HKID Card or passport) for verification, and the original document(s) to the College Office at 1/F, 18 Che Kung Miu Road, Tai Wai, New Territories, Hong Kong (Tai Wai Campus).

**Fees Payment**

Please pay by one of the following methods:

- a. by direct deposit at any branch of the Hang Seng Bank (UOWCHK account no.: 359-300001-004); or
- b. by electronic transfer to the above UOWCHK account at any Hang Seng Bank/HSBC ATM; or
- c. by Octopus at the College Office

For fees settled by (a) or (b) above, please attach the original receipt to the application form as proof of payment.