



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.:

--	--	--	--	--	--	--	--	--	--

Daytime Contact Phone No.: _____ HKID/Passport* No.: _____

E-mail Address: _____@uowmail.edu.au

--	--	--	--	--	--	--	--	--	--

Programme Record for the Application:

Programme Code/ Programme Title: _____

Cohort: _____

Document to be Certified

Academic Year	Document: (e.g. Award Certificate)	Pages (If applicable)
_____	_____	_____
_____	_____	_____

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 certificate, examination timetable, and 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 purpose 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 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. 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:

Kowloon City Campus --- 1/F, Billionnaire Royale, 83 Sa Po Road, Kowloon City, Hong Kong

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.