



Application for Academic Transcript

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 Academic Transcript:

Programme Code / Programme Title: _____

Number of Academic Transcript Required (HK\$50 per copy for each programme of study): _____

Collection of Academic Transcript (Please ✓ as appropriate)

1. The academic transcript(s) to be collected in person by me / my authorized person *.
2. Please seal the academic transcript(s) in the College's envelope and the sealed academic transcript(s) to be
 - collected in person by me / my authorized person *.
 - sent directly to _____

by ordinary mail (Local) / regular air mail (Oversea) by registered mail (HK\$20 per recipient)
P.O. Box is not acceptable

If you will authorize another person to submit the application or collect the academic transcript on your behalf, please refer to point 4 under Notes to Applicants.

Signature of Applicant/Authorised Person*

Date

Amount Payable by the Applicant

_____ Copy(ies) (HK\$50 per copy for each programme of study)	Amount (HK\$)
Postage (Registered @HK\$20 per recipient)	_____
Total :	_____

Academic Transcript(s) Received / Checked * By

Signature of Applicant/Authorised Person*

Date

* Please delete as appropriate

(FOR OFFICE USE ONLY)

Receipt Attached Prepared by _____ Sent on _____

Use of Information: Information provided by applicant in this form will be treated as strictly confidential and will be used by UOW College Hong Kong for checking of records only.

UOW College Hong Kong (UOWCHK) Application for Academic Transcript

Notes to Applicants

1. An academic transcript is a certification of a student's record of academic performance at the College.
2. Academic transcripts issued will only include available course grades and/or award classification approved by the Assessment Panels/Examination Boards.
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 envelope 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 produce his/her HKID card or passport for identification and record purpose and 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 is not acceptable and the College will not be responsible for any mishandling of mail.
6. UOWCHK 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.
7. 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, to the College Office at:

Kowloon City Campus --- 1/F, Le Billionnaire, 46 Sa Po Road, Kowloon City; or
Telford Campus --- Telford Plaza, 33 Wai Yip Street, Kowloon Bay

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 machine; 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.