



Application for Certifying Letter

PART 1: Personal Information																				
Name (in English):					Name (in Chinese):															
H.K.I.D. No.:									()	Contact Tel. No.:	Day									
	Night																			
Year of Studies:	from _____ to _____				Year of Graduation: (if applicable)															
Name of Programme Enrolled:						Student ID No.:														
PART 2: Type of Document(s) Applied																				
Please place a ✓ in the appropriate box(es). You may choose MORE THAN ONE type.																				
<input type="checkbox"/> To certify programme of studies <input type="checkbox"/> To certify study duration of the enrolled programme <input type="checkbox"/> To certify the graduation status <input type="checkbox"/> Others (please specify _____)																				
No. of Copies Required (HK\$50 per copy) : _____																				
Reason for Application:																				
<input type="checkbox"/> Study <input type="checkbox"/> Work <input type="checkbox"/> Others (please specify) _____																				
PART 3: Method of Collection																				
Method of Collection:	<input type="checkbox"/> In Person <input type="checkbox"/> By Post (Please provide a self-addressed envelope with sufficient stamp(s) for postal fee) <input type="checkbox"/> Pickup by Authorized Person (Please produce authorization letter upon collection)										For Urgent case, please place a '✓'					<input type="checkbox"/> URGENT by _____(Date)				
Date:					Signature:															
PART 4: For Office Use Only																				
Completed Form received:	By			Date			Document Collected:					By			Date					
Required Fee Paid:	<input type="checkbox"/> Yes <input type="checkbox"/> No																			

Guidelines for Application for Certifying Letter

1. Requests for Certifying Letter would be charged at HK\$50 per copy. Payment should be made in the form of cash at the Resources and Finance Office, 10/F the Tseung Kwan O Campus.
2. Students who have withdrawn unofficially are not eligible to make the application. Such students should complete the withdrawal procedures before they can apply for the certification by filling the form which can be obtainable from the Registry's website or enquiry counter. Upon withdrawal, students are required to return their Identity Card, settle all the library loans and other outstanding College property.
3. The completed application form, together with the payment receipt, should be submitted to the Registry 2/F Enquiry Counter on the Tseung Kwan O Campus.
4. Normally 7 working days should be allowed for processing the request.
5. Personal data provided in this form will be treated in strict confidence, and will be used by the Institute / College for checking of records only.