



香港城市大學  
City University of Hong Kong

Form R15 (10/2019)

**Academic Regulations and Records Office**

Tel No. : (852) 3442 2300

Fax No.: (852) 3442 0270

On-line enquiry form:

[www.cityu.edu.hk/arro/enquiry.asp](http://www.cityu.edu.hk/arro/enquiry.asp)

## Application for Letter of Certification

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

Student Name: \_\_\_\_\_ Student No. 

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Day-time Contact Phone No.: \_\_\_\_\_ HKID/Passport\* No. 

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CityU E-mail Address: \_\_\_\_\_

### Programme Record for the Letter of Certification:

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

Major Code / Title (if applicable): \_\_\_\_\_

### Application Particulars (Please tick as appropriate)

- ☐ To certify the medium of instruction/assessment at the University. *(Please note that testimonial also certifies the medium of instruction/assessment and can be issued real-time at the Service Centre, please consider applying for testimonial instead.)*
- ☐ To certify the enrolment details, e.g. normal duration of the degree, mode of study, expected graduation date. *(Please note that testimonial also certifies the abovementioned standard student records and can be issued real-time at the Service Centre, please consider applying for testimonial instead.)*
- ☐ To certify the classification of award *(Please note that testimonial also certifies the classification of award and can be issued real-time at the Service Centre, please consider applying for testimonial instead. Please also see Note 4 overleaf)*
- ☐ Extension of student visa *(For non-local students, please see Note 5 overleaf)*
- ☐ To issue a "Certification of Study" letter to the HKSAR Immigration Department for application of **further stay** in Hong Kong **under Immigration Arrangements for Non-local Graduates (IANG)** after completion of studies at CityU

### Collection of Certification Letter (Please tick as appropriate)

Number of certification letter(s) required (HK\$30 per copy): \_\_\_\_\_

- ☐ I wish to collect the certification letter(s) in person.
- ☐ Please mail my certification letter(s) to \_\_\_\_\_  
☐ by ordinary mail (Local)/ regular air mail (Overseas)  
☐ by registered mail (HK\$15.5 per recipient) *No P.O. Box is accepted*
- ☐ I will authorize another person to collect the certification letter(s) on my behalf. **(Please refer to Note 2 overleaf.)**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### Certification Letter(s) Received By

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

\_\_\_\_\_  
Date

### (For Office Use Only)

☐ Visa/MasterCard/UnionPay ☐ EPS ☐ Receipt Attached Received by \_\_\_\_\_ Sent on \_\_\_\_\_

\* Please delete as appropriate

## Letter of Certification

### Notes to Applicants

1. Students may apply for various certification letters in respect of their studies at the University.
2. Applicants may authorize a third party to submit the application and collect the certification letter on their behalf. In this connection, the authorized person should present the following documents upon application and collection of the certification letter:
  - The application form for letter of certification (present this only upon application);
  - An authorization letter signed by the student concerned (an authorization letter template is available from the “Form Download” section of ARRO’s homepage at [www.cityu.edu.hk/arro](http://www.cityu.edu.hk/arro) or ARRO Service Centre); 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. Certification letters sent by post will be by ordinary mail for local recipients and regular air mail for overseas recipients. If registered mail is required, additional postal fee will be charged and no P.O. Box address will be accepted. CityU will not be responsible for any mishandling of mail.
4. For students who apply for certification of their academic award, please note that certification of the award classification will only be available after the Examination Board meeting. (If the request is made prior to the Examination Board meeting, only the fulfillment of degree requirements can be certified as appropriate.) Students who have urgent needs for certification of the award classification may write to ARRO for special arrangements and justifications should be provided.
5. For non-local students who need certification letters for an extension of their student visa, please return the completed application form with their original Travel Document (通行証)/Passport (this will be returned to the student or authorized person after inspection).
6. 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 University unable to process the application.
  - The information provided may be disclosed/transferred to relevant academic units/ administrative offices within the University for consideration and/or necessary actions.
  - For non-local students, changes in student record 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 University.
  - After submission of this form, requests for access to and/or correction of the personal data should be made to the [Academic Regulations and Records Office](#).
  - The Privacy Policy Statement of the University can be accessed at <https://www.cityu.edu.hk/cityu/geninfo/privacy.htm>. For other issues regarding personal data privacy, please contact the Office of the Vice-President (Administration) or send email to the Data Protection Officer at [ypad@cityu.edu.hk](mailto:ypad@cityu.edu.hk).

### Application Procedures

Application can be made by post or in person at the ARRO Service Centre, together with payment of the required fees. The certification letters are normally available within seven working days from receipt of the application. During peak periods (e.g. after examinations), a few extra working days may be required for processing the requests.

### Fees Payment

Please pay by one of the following methods:

- a. by direct deposit at any branch of the Hang Seng Bank (CityU current account no.: 293-318028-004); or
- b. by electronic transfer to the above CityU account at any Hang Seng Bank/HSBC ATM machine; or
- c. by Visa/MasterCard/UnionPay or EPS at the ARRO Service Centre

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

For overseas applicants, please contact our office for the credit card mail order service.