

HONG KONG SHUE YAN UNIVERSITY

Application Form for Academic Transcript

Part 1: Personal Particulars	
Name (Eng.)	Name (Chi.)
Student No.	HKID No.
Date of Admission	Programme Enrolled
Contact Tel. No.	Email Address
Correspondence Address	

- Notes:**
1. Normal processing time required upon receipt of application and payment is 10 working days. Processing time for applicants admitted in 1984 or before is 14 working days.
 2. If your application is made by mail, please address to **Registry, LG103 Hong Kong Shue Yan University, 10 Wai Tsui Crescent, Braemar Hill, North Point, Hong Kong (Re: Application for Academic Transcript)**, together with a crossed cheque made payable to **“Hong Kong Shue Yan University”**.
 3. The Registry bears no responsibility for any loss or damage of the documents during postal delivery.

Part 2: Categories
<p><i>Please ✓ as appropriate:</i></p> <p><input type="checkbox"/> Graduate / Withdrawn Student</p> <p><input type="checkbox"/> Current Student</p> <p style="padding-left: 20px;">The results of current semester are <input type="checkbox"/> required / <input type="checkbox"/> not required. <i>(The transcript(s) will only be issued after all final examination results are announced by the Registry in late Feb / late June of the academic year. Under such circumstances, issuance of transcript(s) in 10 working days may not be applicable.)</i></p> <p><i>Other Specifications:</i></p> <p><input type="checkbox"/> To be sealed in an envelope with University stamp.</p> <p><input type="checkbox"/> To be sealed in an envelope with University stamp and attachments (e.g. application form for a postgraduate programme) provided by the applicants.</p>

Part 3: Collection Methods
<p><input type="checkbox"/> In person</p> <p><input type="checkbox"/> By mail*</p> <p><input type="checkbox"/> By registered mail*</p> <p>*Please fill in the mailing address in page 2 of the application form (one label for one mailing address)</p>

Part 4: Fees <i>(including postage of local or ordinary air mail)</i>		
<i>Items</i>	<i>No. of Copies</i>	<i>Fees</i>
Transcript (HK\$50 per copy)		HK\$
Registered Mail (HK\$15 per postal address)		HK\$
	Total	HK\$

Applicant's Signature _____ Date of Application _____

HKSYU Staff _____ Date _____

✂ *****

Receipt

This is to acknowledge receipt of HK\$_____ from _____ (Name) _____ (Student No.) being in payment for ___ copy(ies) of transcript.

Notes:

1. Collection of transcript(s) will be available in person after 10 working days.
2. The Registry will only keep the transcript(s) for 3 months from the date of issue.

HKSYU Staff _____ University Stamp _____ Date _____

Name of Applicant: _____

Student No.: _____

Receiver & Mailing Address (1) in BLOCK LETTERS

Receiver & Mailing Address (2) in BLOCK LETTERS

Receiver & Mailing Address (3) in BLOCK LETTERS

Receiver & Mailing Address (4) in BLOCK LETTERS

Receiver & Mailing Address (5) in BLOCK LETTERS

Receiver & Mailing Address (6) in BLOCK LETTERS
