

# 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, RHB305-6, Research Complex, Hong Kong Shue Yan University, 6 Wai Tsui Crescent, Braemar Hill, North Point, Hong Kong (Re: Application for Transcript)**, together with a crossed cheque made payable to “**Hong Kong Shue Yan University**”. You are also required to attach a **photocopy of your HKID/ Student ID Card** for verification purpose.
  3. No receipt will be provided for postal application.
  4. If your application is submitted by your representative, an authorization letter together with the photocopy of the Student card or HKID card are required.
  5. The Registry bears no responsibility for any loss or damage of the documents during postal delivery.
  6. The Registry will only keep the transcript(s) for 3 months from the date of issuance.

Part 2: Categories
<p><i>Please ✓ as appropriate:</i></p> <p><input type="checkbox"/> Graduate (Year of Graduation _____) / Withdrawn Student (Date of Withdrawal _____)</p> <p><input type="checkbox"/> Current Student</p> <p style="margin-left: 20px;">The results of current semester are</p> <p style="margin-left: 40px;"><input type="checkbox"/> <b>not required.</b></p> <p style="margin-left: 40px;"><input type="checkbox"/> <b>required.</b> (<i>If the results of current semester are required, 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 (will be available for collection after 10 working days)</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> )		
Items	No. of Copies	Fees
Transcript (HK\$50 per copy)		HK\$
Registered Mail (HK\$20 per postal address)		HK\$
Total		HK\$

Applicant's Signature \_\_\_\_\_ Date of Application \_\_\_\_\_

**Address Label (One for Each Address)**

Name of Applicant: \_\_\_\_\_  
Student No.: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_  
Student No.: \_\_\_\_\_

Mailing Address in BLOCK LETTERS

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Name of Applicant: \_\_\_\_\_  
Student No.: \_\_\_\_\_

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